



Supporting Pupils with Medical Conditions Policy

Copley Junior School

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SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED POLICY

This policy has been adopted to support the welfare and safety of the children attending Copley Junior School. Copley Junior School complies fully with the statutory guidance outlined in 'Supporting Pupils at School with Medical Conditions' and the legislation outlined in the Children and Families Act 2014, section 100.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term, affecting pupils' participation in school activities whilst they are on a course of medication.
- (b) Long-term, potentially limiting pupils' access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their peers. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, section 100, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers and school staff leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with all the necessary information. The school takes advice and guidance from Doncaster Local Authority where self-administration of medication is encouraged when possible. Our School Nurse is available to give support and guidance as necessary.

Aims

The school will:

- assist parents/carers in providing medical care for their child;
- educate staff and children in respect of special medical needs;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- staff have the right to choose whether or not they are prepared to be involved in the practical support of pupils with medical needs;
- staff have the right to receive appropriate training;
- staff should be provided with clear guidelines as to how to support the individual pupil;
- staff may have concerns about legal liability and these should be addressed by the school;
- staff should bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- parents/carers will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- that staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately;
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil;
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the

reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

- Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.

Procedures for managing prescription medicines that need to be taken during the school day (also see the School's Managing Medicines Policy)

- Our school will only administer medicines which have been prescribed by a doctor, nurse independent prescriber, pharmacist prescriber or dentist, other than in exceptional circumstances agreed in advance by the Head teacher.
- We will only accept short term prescription medicines to administer if it is detrimental to the child's health if it were not administered during the school day.
- We will only accept medicines brought in by a responsible adult.
- We only accept medicines in their original container as dispensed by a pharmacist and instructions for administration from the prescriber should be included. In all cases this should include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Any side effects
 - Expiry date
- We will not make any changes to the prescribed dose.
- Parents/carers should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with school staff. Medicines will not be handed to a child to bring home.

Painkillers - Painkillers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils.

Patent medicines - Cough/throat sweets or lip balm should not be brought to school by pupils.

Refusal of medicine - If a child refuses to take medicine, we will note this in the records and contact the parent/carer. If a refusal to take medicine results in an emergency then our emergency procedures will be followed.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

All staff and governors have reviewed and agreed the content of this policy.

Our Inclusion Manager, Miss P. Havercroft, liaises with parents/carers, staff and health professionals as appropriate to formulate a Care Plan, that will meet the needs of the individual pupil. Meetings will take place to discuss, agree and review the Care Plan with all parties. We ensure that the pupil's views about their care are fully taken into consideration.

Records are maintained by staff for the administration of medicine and for the personal care undertaken.

Policy reviewed and updated by all staff and the Governing Body: September 2015