

HOLME UPON SPALDING MOOR PRIMARY SCHOOL

Supporting Pupils with Medical Needs Policy

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having **medical needs**. Most children with medical needs are able to attend school regularly and, with some support from school, can take part in most normal school activities. However, Staff may need to take extra care in supervising some activities to ensure that these pupils and others are not put at risk.

Medication in School: Responsibilities

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school.

Parents should provide class teachers or admin staff with sufficient information about their child's medical condition and treatment or special care needed at school. Sharing information is important if staff and parents are to ensure the best care for a pupil.

It is the parent's responsibility to notify the school in the case of an infectious disease

Should a child require medication parents should try and arrange for doses to be taken before or after school..

There is no legal duty that requires School Staff to administer medication. In exceptional circumstances a member of staff will oversee the administration in the short term. **However, this will only be considered if the details of administration are in writing and signed by the parent. The details on the medicine bottle are not deemed sufficient.**

A proforma "Request for School to Administer Medication" is available from the school office or on the school website for parents to complete.

There is a designated area for medicines in school if a child requires medication during the school day. There is a refrigerator for storage and a lockable medical cabinet. **It is the parent or parent's representative's responsibility to collect medicines at the end of the school day.**

If a child requires preventative medicine, such as for asthma or diabetes for example, then these may be brought into school and handed to the Class Teacher who will keep this in a secure place within the classroom accessible to the child. **It is the parent's responsibility to ensure the child has an up to date inhaler in school and that it is clearly named.**

It is the parent's responsibility to inform the school if their child has a nut allergy or a change in their medical condition and appropriate information should be passed on to school office so medical forms can be updated.

Medical forms are updated throughout the school at the beginning of each academic year. These are sent out by the admin staff.

Staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for the disposal of date-expired medicines.

All Staff should treat medical information confidentially

Support for Pupils with Medical Needs

Staff should not give non-prescribed medication to pupils, unless a parent has completed the "Request for School to Administer Medication" form. This is because they may not know whether the child has taken a previous dose, or whether the medication may react with other medication being taken.

If a pupil suffers regularly from acute pain, such as migraine, the parent should authorise and supply the appropriate painkillers for their child use with written instruction about when the child should take the medication. A member of staff should supervise the child taking the medication and notify the parents, by text, on the day when the painkillers were taken.

Children with asthma must have immediate access to their reliever inhalers when they need them. All inhalers are kept in a safe but readily accessible place within the classroom and must be clearly marked, by the parent, with the child's name.

Staff supervising Educational Visits should always be aware of any medicals needs and relevant emergency procedures.

Staff should always be aware of pupils who may need to take precautionary medication before or during physical activities.

If a pupil refuses to take medication, Staff should not force them to do so. The parents should be contacted as a matter of urgency. If necessary school should call the emergency services.

Cough sweets, “Tunes”, “Locketts”, lip balms etc. should be actively discouraged – unless the Class Teacher keeps them in their drawer and only allows the child access at playtimes.

Care Plans

In some cases, children may have long-term or permanent medical needs. These may extend to mental health needs. The school (usually the class teacher and/or SENCO will liaise with health professionals and parents to produce a care plan, with a view to minimising the impact of the child’s condition on their education. This may also involve some staff training.

Staff will not administer medicines associated with care plans unless trained to do so.

Children will be encouraged to manage their own health needs and medicines, if competent, in agreement with their parents

Care plans will be reviewed regularly by the SENCO in liaison with health professionals.

Long Term Illness

Sometimes it may be that children cannot attend school because of some long-term illness or stay in hospital. In such circumstances the school (SENCO and class teachers in consultation with the headteacher) has certain responsibilities

- Ensuring that the Home Tuition Service has been notified at the earliest opportunity if a pupil is, or is likely to be away from school due to medical needs for more than 15 working days.
- Liaising with the Home Tuition Service and parents to enable them to draw up a personal education plan for the pupil.
- Supplying the Home Tuition Service with information about the pupils attainment and ability.
- Ensuring that class teachers set work for the pupil during the period of tuition, that suitable lesson notes and information regarding educational targets have been provided, securing continuity within the context of the National Curriculum at the appropriate KS and Level for the pupil.
- It is recognised that successful reintegration will only be possible if the child feels confident that they have covered a similar programme of work as their peers.
- Ensuring that Staff are active in the monitoring of progress, and in the reintegration into school, liaising parents and other agencies, as necessary.
- Ensuring that pupils who are unable to attend school because of medical needs are kept informed about school social events and activities where possible.
- Encouraging and facilitating liaison with peers e.g. through visits, letters, cards etc.

- The loan of appropriate resource materials to enable the pupil to study at home
- Making arrangements for SATs where appropriate.

Supply Teachers

If a class teacher's absence is planned, they have responsibility for informing supply teachers of children with medical needs in a class. If the absence is unplanned, the responsibility lies with the phase leader (or Assistant H.T., if the phase leader is not available)

The headteacher has overall responsibility for the implementation of this policy. It will be reviewed by the Governing Body Premises and Safeguarding Committee every two years, or earlier, if necessary.

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Premises and Safeguarding Sub-Committee 7.5.15