

West Exmoor Federation



Medical Needs Policy

November 2018

West Exmoor Federation Medical Needs Policy

Within our federation, it is our belief that every child deserves to succeed regardless of his or her ability.

Most pupils will, at some time have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have medical conditions which, if not properly managed, could limit their access to education. These children are regarded as having Medical Needs.

Most pupils with medical needs are able to attend school regularly and with some support from the federation, take part in most normal school activities. Federation staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

Governing Body

- Has general responsibility for all federation policies
- Will generally want to take account of the views of the Executive Headteacher, the staff and parents in developing a policy on assisting pupils with medical needs
- We follow the Health and Safety policies and procedures produced by the education authority

Parents

- It is the parent's responsibility to make sure that their child is well enough to attend school. If a child is unwell, the parents should keep him/her at home
- Parents should provide sufficient information about their child's medical condition, treatment and/or special care needed at school and let the school know of any changes to the prescription or the support needed
- Parental agreement should be sought before any information about the pupil's health is transmitted to school staff.
- Ensure that medication is clearly labelled – on medication itself this should include: name of child, name of medication, dose and frequency.
- It is the responsibility of the parent/guardian to ensure that their child's medication is in date.

The School

- The federation's designated person is Jayne Peacock, Executive Headteacher who works closely with the Assistant SENCO, Julia Pring
- The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually, (school nurses do epipen, asthma, diabetes, epilepsy and cystic fibrosis or can liaise with other HC professionals for appropriate training)
- All staff are expected to use their best endeavours at all times, particularly in emergencies

- The federation must make sure that correct procedures are followed, keeping accurate records for each child and each incident and liaise with parents accordingly
- The Executive Headteacher is responsible for the day to day decisions about administering medication to children who have medical needs
- The Executive Headteacher should make sure that staff follow the federation's documented procedure. By following guidance from the education authority, staff should be fully covered by their employer's public liability insurance should a parent make a complaint
- An INDIVIDUAL HEALTH CARE PLAN can also help schools to identify the necessary safety measures required to support pupils with medical needs if and when required (recommend medical conditions at school health care plan available from www.medicalconditionsatschool.org.uk)

Federation Staff (Teaching and Non-teaching)

- Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where the pupil may need extra attention
- Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs
- Back-up cover should be arranged for when the member of staff responsible is absent or unavailable
- At different times of the day other staff may be responsible for pupils (i.e.; Lunchtime supervisors). It is important that they are provided with training and advice
- If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the Executive Headteacher, who should in turn inform the parents

Administering Medication

- Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should follow the federation's Administration of Medicines Policy.

Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment

Emergency Procedures

- All staff should know how to call the emergency services
- All staff should know who is responsible for carrying out emergency procedures in the event of need
- A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents arrives
- Generally, staff **should not** take pupils to hospital in their own cars. However, in an emergency it may be the best course of action. That member of staff **should be accompanied** by another adult and have public liability vehicle insurance i.e., for business use
- If appropriate, a copy of health care plan should accompany the child to A&E with prior parental permission

School Trips

- It is good practice for schools to encourage all pupils to participate in school trips whenever safety permits
- Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures
- It may be advisable/appropriate for an additional supervisor or parent to accompany a particular pupil

Sporting Activities

- Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities
- For many, physical activity can benefit their overall social, mental and physical health and well-being
- Some pupils may need to take precautionary measures before or during exercise and-or need to be allowed immediate access to their medication, if necessary
- Staff supervising sporting activities should always be aware of any medical needs and relevant emergency procedures