



MARKET WEIGHTON INFANT SCHOOL

Medical Conditions Policy: Supporting Pupils with Special Medical Needs

Definition

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

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

Rationale

LA's and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at work Act 1974 make 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 classmates. 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, from September 2014, place 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.** However, 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 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 who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the East Riding **Managing Medicines in Schools: Guidance and Procedures Policy** (Appendix 1) which encourages self-administration of medicines when possible. Contact details for our School Nurse can be obtained from school.

Aims

The school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Follow the LA policy of Managing Medicines in Schools;
- Arrange training for staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible;
- Monitor and keep appropriate records as outlined in the Appendices.

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:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

The major role of caring for a child rests with the parents/guardians and it is their responsibility to monitor the child's health and to ensure attendance at school (Section 7 of the 1996 Children's Act).

It is the responsibility of the parent/guardian to provide the school with full information about their child's medical condition.

It is expected that:

- Parents/guardians will normally administer medication to their children at home. No medicine will be administered without the prior written permission from parents/guardians.
- Parents/guardians will provide school with full details.
- Staff, including supply staff, will be informed of a child's medical needs, where this is relevant and changes to their needs as and when they arise.
- Employees 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 interest of the pupil.
- Any medicines brought into school by the staff, headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

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

Parents/Guardians

It is the responsibility of parents/guardians to:-

- Inform school of their child's medical needs.
- Provide any medication to the school office in a pharmacy container clearly labelled with the following:-
 - the child's name
 - name of medicine
 - dose and frequency of medication
 - special storage arrangements
- Complete a **Parental Agreement** (Appendix 2) for school to administer prescribed medicine
- Collect and dispose of any medicine held in school at the end of each term.
- Ensure that medicines have not passed the expiry date.

N.B. – any medication not present correctly or without a completed parental agreement cannot be administered.

Administering Medicine in School

No over the counter/un-prescribed medication will be administered by school staff. However, in exceptional circumstances this may be discussed with the Head Teacher who may need clarification from the family GP.

Medicine will generally only be administered at lunchtime. If for medical reasons medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times.

Administering Medication

Staff are not legally required to administer medicine or to supervise a child when taking medicine. Any employee taking on the role will be given appropriate training including First Aid.

Any member of staff administering medicine should, on each occasion, check:-

- Name of pupil

- Written instructions provided by parents/guardians or doctor
- Prescribed dose
- Expiry date

Records

Staff must complete and sign a **Record of Medicine** (Appendix 3) administered to an individual child each time medication is given to a child and these will be kept in the school office.

The sheets record the following:

- Name of pupil
- Date and time of administration
- Who supervised administration
- Name of medication
- Dosage
- Note of any side effects

If a child refuses to take their medication, staff will not force them to do so. Parents/Guardians will be informed as soon as possible. Refusal to take medication along with reasons and action taken by the teacher will also be recorded on the sheet.

Storage

Inhalers will be stored in the medical cabinet outside the staffroom. These should be clearly labelled with the pupil's name.

Other medicine will be securely stored in the school office. Any medicine requiring refrigeration will be stored in a labelled container in the staffroom fridge.

Training

Advice on the treatment of asthma will be sought from the school nurse or school first aiders who will also brief staff with any updates/changes on a yearly basis. The school follows the Department of Health's "**Guidance on the use of salbutamol inhalers in schools**" (September 2014) (Appendix 4).

Staff will receive regular First Aid training. If training is required as part of a pupils individual care plan specific to the pupils needs this will be provided in consultation with health care professionals.

A **staff training record** is kept to outline what training they have received, from whom and when it is due for renewal (Appendix 5).

Health Care Plan

When appropriate, a personal **Health Care Plan** (Appendix 6) will be drawn up in consultation with school, parents/guardians and health professionals. This will outline the children's needs and level of support required in school. The Health Care Plan will be reviewed annually. The Health Care

Plan will ensure that all staff are aware of schools planned emergency procedures. These will be displayed around school including the staff room.

Intimate or Invasive Treatment

This will only take place at the discretion of the Head Teacher or Governing Body and with written permission from parents/guardians and only under exceptional circumstances.

Two adults, where possible, one of the same gender as the child, must be present for the administration of such treatment. Training will be given and all such treatment recorded.

School Trips

To ensure that as far as possible all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with parents/guardians.

Sufficient essential medicines (including inhalers) and appropriate Health Care Plan will be taken and controlled by member of staff leading the trip.

If it is felt additional supervision is required school may request assistance of parent/carer.

October 2014

This policy will be reviewed regularly by staff and governors using the recommended **Managing Prescribed Medicines in School – Checklist** (Appendix 7).

Equality Analysis Impact

Title of Policy: Medical Conditions Policy

Considered at Committee meeting: PW & C

Date: Spring 2019

Review: Spring 2022

Is there relevance to equality?

1. Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.	Yes	No
2. Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age)	Yes	No
3. Does the policy affect one or more of the equality objectives set by the school? (Refer to the Equal Opportunities Policy below) 2 Aims and objectives 2.1 At Market Weighton Infant School we do not discriminate against anyone, be they staff or pupil or parent, on the grounds of ethnicity, religion, attainment, age, disability, gender or background. 2.2 We promote the principle of fairness and justice for all through the education that we provide in our school. 2.3 We seek to ensure that all pupils have equal access to the full range of educational opportunities provided by the school. 2.4 We constantly strive to remove any forms of indirect discrimination that may form barriers to learning for some groups. 2.5 We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone. 2.6 We challenge personal prejudice and stereotypical views whenever they occur. 2.7 We value each pupil's worth, we celebrate the individuality and cultural diversity of the community centred on our school, and we show respect for all minority groups. 2.8 We are aware that prejudice and stereotyping are caused by poor self-image and by ignorance. Through positive educational experiences, and support for each individual's legitimate point of view, we aim to promote positive social attitudes, and respect for all.	Yes	No

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting. Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.