



# ***Supporting Pupils at School with Medical Conditions Policy 2023***

## **Introduction**

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. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements to support 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 leading activities taking place off the school site. This could extend with a need to administer medicine.

This policy outlines responsibilities and procedures for supporting pupils at Tow Law Millennium Primary School who have medical needs.

## **Parents and Guardians**

- Parents, as defined by the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home if they are acutely unwell.
- Parents are responsible for providing the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school so teachers can act in "loco parentis".
- With the Headteacher, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Nurse can often provide additional assistance. However, ideally, the Headteacher should seek parents' agreement before passing on information about their child's health to other school staff.
- Parents' religious and cultural views should always be respected.

### **The Governing Body**

The Governing Body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures in this policy are followed, and that any necessary training is made available to staff.

### **The Headteacher**

The Headteacher is responsible for implementing the Governing Body's policy in practice and for developing detailed procedures. The head needs to ensure that named staff who give pupils help with their medical needs receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to a named member of staff with the 3-day First Aid at Work Certificate. The head is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The head is responsible for arranging back up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

### **Teachers and other School Staff**

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. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff administer medication, they may only do so if they are happy to undertake this role.

### **Other Health Professionals**

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with the consent of the child's parents)
- The community paediatrician

### **Short Term Medical Needs**

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside of school hours. The prescription and dosage regime should be typed or printed clearly on the outside of the container. The school will administer medicines in which the dosage is required during the school day. The parent/carer will need to discuss this with the Headteacher or person in charge of medication,

Miss N Mawson. The name of the pharmacist should be clearly visible. **Any medicines not presented properly will not be accepted by school staff.** Pupils should not bring in their own medicine on the first instance, this should be brought into school by the parent and handed to named staff. A parental consent form for school to administer medicine **MUST** be completed and kept in the individual Class Medical Records File.

### **Long Term Medical Needs**

Long term medical needs are defined as potentially limiting their access to education and requiring extra care and support. It is the parents' responsibility, along with the school nurse, to notify school of children who have medical needs and to work alongside staff in creating and implementing the Individual Health Care Plan. These will be kept in the Individual Class Medical Records File, with a copy in the main register, to be held by the named first aider. In these circumstances staff will work with the parents/carers to support the child being at school and therefore the school may administer over the counter medication during these situations. However, this will be carefully monitored and any medication needs to be brought in

### **Individual Health Care Plans**

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The parent or guardian
- The named member of staff or the Headteacher
- The child (if sufficiently mature)
- Class teacher
- Teaching assistant
- The school health service, the child's GP or other healthcare professional

### **Administering Medication**

No pupil will be administered medication without the parents' written consent. This consent will also give details of the medication to be administered including:

- Name of medication
- Dose
- Method of administering medication
- Time and frequency of administration
- Other treatment
- Any side effects
- School will provide written consent for agreeing to administer the medication
- Staff will complete and sign a record each time they give medication to a pupil.

- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.
- Staff who have had training will be able to administer medication.

### **Refusing Medication**

If a pupil refuses medication, the school staff will not force them to do so. The school will inform the pupil's parents as a matter of urgency. If necessary, the school will call the emergency services.

### **School Trips**

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. At all times parents will be involved in the decision making process to ensure the needs of the pupil with medical needs are met and, where necessary, an additional supervisor or parent might accompany a particular pupil. However, where a parent cannot accompany a child, the child should not be excluded from the activity and alternative arrangements made. Risk assessments for the visit should state the necessary risks and procedures that will be implemented if the need arises. Any unforeseen needs should be recorded on the trip evaluation form on EVOLVE and considered for future visits. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils, they will seek medical advice from the School Health Service or the pupil's GP. Staff taking children out should have the medication signed off when leaving school and on return to school by the class teacher. If the class teacher is on the trip then it will be checked by a member of staff who holds the 3 day at work certificate.

### **Sporting Activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need precautionary measures before or during exercise and /or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

### **Confidentiality**

The school will treat medical information confidentially. The Headteacher will agree with parents who will have access to records and information about a pupil. If the information is withheld from staff they **cannot** be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

## **Guidance**

- Where practical, the parent or the child will be asked to bring in the required dose each day. This will need to be a parent or carer on the first day so that the relevant paperwork can be completed. Whenever the school stores medicine for a child, it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container and labelled accordingly.
- Pupils should know where their medication is stored.
- Asthma inhalers are allowed to be carried by the pupils in KS2 or kept in a dedicated medication place within the classroom. Lunch time supervisors and teachers/ staff on duty must take inhalers out with them at lunch time, play time and during PE this includes the spare school inhaler and spacer.
- Tubs of cream must be sent home after they have been open for a month unless they have a pump dispenser.
- Public Health England has advised us that children with conjunctivitis do not need to be excluded from school and that parents should seek treatment and be supported by the school.
- For children with epi pens these should be kept in the classroom and not locked away.

## **Disposal of Medicines**

Parents must collect medicines held at the school at the end of each term. Parents are responsible for disposal of out of date expired medicines.

## **Hygiene/infection control**

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other bodily fluids and the disposal of dressing or equipment.

## **Emergency Procedures**

All staff will have regular training in First Aid; named staff will have regular "3-day at Work First Aid" training and know how to call the emergency services. Any pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive.

## **Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure**

The administration of medication for these medical conditions requires specific training and procedure and will only be administered by named staff- see Allergen's Policy.

If you require this information summarised in another language or format please contact the school office on:



01388 730283

Reviewed: Summer term 2023

Date for future review - Summer 2025

Signed: ..... (Headteacher)

Approved by the Governing Body of Tow Law Millennium Primary School.

Signed: ..... (Chair of Governors)

Date: