

SHEERHATCH PRIMARY SCHOOL



POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

At Sheerhatch Primary School we wish to ensure that children with medical needs receive proper care and support while at school or participating in a school activity where our role is *in loco parentis*.

Definition

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

- (a) Short-term affecting their participation in school activities which 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

LAs 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 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, 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.** 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 Shropshire Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible. Contact details for our School Nurse can be found in the school prospectus which also states a copy of this policy is available to parents.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer 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.

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.

Prescribed medicines

We will accept medicines that are prescribed by doctor, dentist or other appropriately qualified practitioner. Medicines should always be provided in the original container and include the prescriber's instructions. Parents should, where possible, request that medicines be prescribed in dose frequencies which enable it to be taken outside of school hours (eg. Antibiotics that need to be taken three times a day can be taken in the morning, after school and at bedtime.) Parents will be asked to complete a permission form for any such medicines that need to be taken during the school day.

Non-prescription medicines

Non-prescription medicines, for example paracetamol or cough mixture, will not generally be administered by school staff. The headteacher may consider individual requests if it is considered that the child is otherwise fit and well enough to be attending school. Parents will be asked to complete a permission form for any such medicines that need to be taken during the school day.

Roles and responsibilities

Parents should keep their child off school where an illness is at its most contagious stage; where a child is not likely to be well enough to participate fully in school activities; and within the first 24 hours of taking antibiotics

Parents should speak to their GP about prescribing medicines in appropriate dose frequencies and if possible in separate containers so that one can be kept in school if necessary.

The headteacher will ensure all appropriate permissions are gained, records kept and medicines stored securely.

The named first aiders who will administer any medicines are Mrs Bambrick, Mrs Sawford-Smith, Mrs Franklin or Mrs Johnson.

Long term or complex medical needs

If a child has long-term or complex medical needs. The school will liaise closely with the parents or carers and relevant health professionals to draw up an individual health care plan.

Asthma inhalers

Parents of pupils with asthma should complete the school's Asthma Medication Form and ensure that the school is provided with the prescribed inhalers or medicine with full instructions. This should be updated annually to ensure that it is in date and that the dosage is correct.

Storage of medicines

Medicines will be kept in a safe place, separate from the first aid box. Inhalers and medications needed in an emergency will be readily accessible.

Record Keeping

A designated member of staff will be responsible for maintaining records of permission forms and administration. Parents will be provided with a copy of the administration form.

