



# Hemswell Cliff Primary School

## Supporting Pupils with Medical Conditions

<u>Policy Information</u>			
<b>Status:</b>	Statutory	<b>Reviewed by:</b>	Standards Committee
<b>Cycle of Review:</b>	Two years	<b>Policy Ratified:</b>	June 2019
<b>Signed as accepted:</b>			

### Introduction

Most pupils will, at some time, have a medical condition that may affect their participation in school activities.

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

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

### Entitlement

We believe that pupils with medical needs should be assisted to have full attendance and receive necessary proper care and support, if at all possible, and that they have a right to the full education available to other pupils.

We accept 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.

### Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- 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.

### Expectations

It is expected that:

Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. The school will only administer medicines in which the dosage is required 3 times a day. The name of the pharmacist should be visible. School staff will not accept any medications not presented

properly. Pupils should not bring in their own medicine. This should be brought into school by the parent.

Staff 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 interests of the pupil.

Any medicines brought into school by the staff e.g. headache tablets or inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Parents and guardians**

Parents are responsible for making sure that their child is well enough to attend school. Children should be kept at home when 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.

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 Health Service can often provide additional assistance. However, the head will seek parents' agreement before passing on information about their child's health to other school staff.

Parents' religious and cultural views will 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 outlined in this policy are followed, and any necessary training is made available to staff

Lincolnshire County Council have assured the school that the procedure is fine as long as the form used to record medicine administration quotes the date, time, dosage, state 'administered' and is signed. It should also state how it is administered e.g. oral and also if it was given with water or juice etc. (Email – 21<sup>st</sup> July 2014 – Under Public Liability Insurance).

### **The Headteacher**

The headteacher is responsible for implementing this policy in practice and for developing detailed procedures. When teachers volunteer to give pupils help with their medical needs, the head should agree to their doing so, and must ensure that teachers receive proper support and training where necessary.

Day to day decisions about administering medication will normally fall to the headteacher. 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 backup 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 are to administer medication, they may only do so if they have had appropriate training.

### **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 school hours.

School staff will not give non-prescribed medication to children except in special cases at the complete discretion of the headteacher. In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the child should take the medication. A member of staff will supervise the pupil taking medication, keep a log of all medication taken and notify the parents in writing on the day painkillers are taken.

### **Long term medical needs**

The school needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents, the pupil (if appropriate) and relevant health professionals.

### **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 headteacher
- The parent or guardian
- The child (if sufficiently mature)
- Class teacher
- Teaching assistant
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals.

### **Administering medication**

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

- Name of medication
- Dose
- Method of administration
- 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 record cards each time they give medication to a pupil. In such circumstances, wherever possible, a second adult will witness the dosage and administration.

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 child refuses to take medication, the school staff will not force them to do so. The school will inform the child'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. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the School Health Service or the child's GP.

### **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 to take 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 head will agree with the parents who will have access to records and information about a pupil.

If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

**Strong medication**

Where practical, the parent or child will be asked to bring in the required dose each day.

When the school stores medicine 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.

Pupils should know where their medication is stored.

Asthma inhalers are allowed to be carried by the pupils.

Other medicines are kept in a secure place not accessible to pupils.

**Disposal of medicines**

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

**Hygiene/infection control**

Staff should follow basic hygiene procedure, using protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

**Emergency procedures**

All staff have regular training in First Aid and know how to call the emergency services. A member of staff will accompany a pupil taken to hospital by ambulance until the pupil's parents arrive.