

Howes Medical Conditions Policy



Supporting Pupils with Special Medical Needs

Definition

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

- Short-term affecting their participation in school activities which they are on a course of medication.
- 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 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 also takes advice and guidance from the Health Authority when possible and the School Nursing Service.

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.

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 does not accept responsibility for administering short term medical treatment such as antibiotics. In most cases it should be possible for parents to ask their doctors to arrange dose frequencies which enable the medication to be taken outside of school. If this does present a problem then parents should contact the school.
- where medication is to be administered the parents or guardians of the child will need to complete a written agreement form prior to the medication coming on to the school premises.
- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- that 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 interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, 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.

Policy into Practice

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

This policy was developed by consultation between staff, the governing body, parents and children/young people (as appropriate) and was approved

on 30.9.14
By The Full Governing Body

This policy will be reviewed

in September 2015
By The Full Governing Body

Parental agreement for school to administer prescribed medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer prescribed medicine.

Name of School:	Howes Primary School
Name of Child:	
Date of Birth:	
Class	
Medical condition/illness:	

Medicine	
Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Agreed review date to be initiated by Mrs A'Barrow/Mrs Merrett:	
Dosage and method:	
Timing:	
Special Precautions:	
Are there any side effects that the school needs to know about?	
Self Administration:	Yes/No (delete as appropriate)
Procedures to take in an Emergency:	

Contact Details

Name:	
Daytime Telephone No:	
Relationship to Child:	
Address:	

I understand that I must deliver the medicine personally to Mrs A'Barrow/Mrs Merrett and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date:

Signature(s):

Relationship to child: