

Howes Primary School

Medical Conditions Policy





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Supporting Pupils with Special Medical Needs

1 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**).

2 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.



3 Aims

The school aims:

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly, and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

4 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.

5 Expectations

It is expected that:

- parents will inform the school about all medical conditions which affect their child



- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- 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
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- 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
- Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- that employees will carefully consider 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.
- School staff will check that medication is in date termly and let parents know when the medication is running low.
- 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.
- Transitional arrangements between schools will be completed in such a way that we will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

6 Information

- Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information in the office, class supply information file and in their classrooms.
- Children with medical conditions which may require emergency attention, e.g. epilepsy or diabetes, will have their names and an Individual Healthcare Plan / Medication Plan clearly accessible in their classroom, staff room and office, ensuring that all adults dealing with the child will have their attention drawn to this information.



- All Individual Healthcare Plans / Medication Plans are accessible in the kitchen for children with allergies to any types of food so that school meals are prepared accurately. Some different school meals could be provided for children who are coeliac to ensure that the dinner will meet their tolerance levels.
- The Individual Healthcare Plan / Medication Plan (MNP form 1) is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. Individual Health Care plans will be put into place and the arrangements made with two weeks of the school being informed or a new child joining the school. If a child is starting at the start of a school term and the school knows about the medical needs prior to the term starting the plan and arrangements should be in place before the child starts at school. These will be monitored and reviewed annually or sooner if medical information changes.
- All other medical conditions will be noted from children's SIMs (database held in school) records and this information will be provided to class teachers annually unless there is a change to a child in their class and then it will be updated promptly.
- Where a child is returning to Howes Community Primary School following a period of hospital education or alternative provision (including home tuition), we will work with the local authority or education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.
- New members of staff and supply staff will be informed about children in the setting who have medical needs and made aware of how to find out which staff have first aid training and who are able to administer medicine.

7 In an Emergency

In a medical emergency, the school's First Aiders, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate.

Staff cars should not be used for this purpose.

Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.



8 Administration of Medicines

- Only essential medicines will be administered during the school day. Parents must request for the school to administer medication using a form before any medicine is administered.
- Medicines to be given during the school day must be in their original container, within the use by date, labelled and include instructions for administration, dosage and storage. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place.
- Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- Trained and named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded.
- All medicines will be stored safely. Medicines needing refrigeration will be stored in the fridge.
- Controlled drugs or prescribed medicines will be kept in the medicine cupboard in the medical room. Access to these medicines is restricted to the named persons.
- Individual Epi-pens are kept in the medicine boxes in a recognised cupboard in the classroom. In the case of Epi-Pens all staff have access to the box which is clearly labelled and accessible.
- Children self-administering asthma inhalers do not need to be recorded. Inhalers are kept in a recognised cupboard in the classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.
- Epi-pen – Any member of staff, who has received epi-pen training, can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. If prescribed, Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.
- When no longer required, medicines should be returned to the parents to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.



9 Trained Staff

Howes Community Primary School ensures that it has a suitable number of first aiders in school at all times. There are a number of staff who have completed the full certificate and others who have completed the Paediatric First Aid. An updated list detailing the names of staff and qualifications held are displayed in the medical room. All first aiders can be responsible for administering medication when needed. See First Aid policy.

10 Complaints

Should parents be unhappy with any aspect of their child's care at Howes Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the inclusion team, who will, where necessary, bring concerns to the attention of the Senior Leadership Team. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using our Complaints Procedure.

Policy to be reviewed October 2024