



## Supporting Pupils with Medical Conditions Policy

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## Supporting Pupils with Medical Conditions Policy

### Definition:

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

1. Short-term, affecting their participation in school activities which they are on a course of medication.
2. Long-term, potentially limiting their access to education and requiring extra care and support.

The Children and Families Act 2014 places a duty on schools to plan for children with medical conditions. **Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to staff leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed for proficient care to be given to the pupil. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, fellow pupils).

**Deptford Greens Aims:** Schools have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, the responsibility of DGS is to make sure that safety measures cover the needs of all pupils in the school community. This may mean making special arrangements for pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. DGS is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need:

- 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 (School Nurse and outside providers) 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.

## Expectations for Parents

- Parents will ensure that their child carries their medication with them every day to school.
- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- 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.

## Individual Healthcare Plans

School staff will liaise as necessary with Healthcare professionals/parents and services to access the most up-to-date advice about a pupil's medical needs and will seek support and training for staff in the interests of the pupil. Transitional arrangements between schools will be completed in such a way that DGS 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 pupil and parent in addition to the advice of relevant medical professionals.

If a first aider is requested to attend a student, the receptionist will check the schools Management Information System to check whether that student has any existing medical conditions or a healthcare plan and inform the first aider attending.

**In an emergency:** In a medical emergency, should the child not be conscious the first member of staff to attend will request a 999 call for an ambulance, following this 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.
- Parents must always be called in a medical emergency.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrive or accompany a child taken to hospital by ambulance. Staff cars should not be used for this purpose.

**Administration of medicines:** Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must fill in our medical form (Appendix 1) before any medicine is administered. Medicines to be given during the school day must be in their original container, clearly label with the pupil's name and date medicine was prescribed by the doctor. 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.

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 in the Administration of Medicines book

All medicines will be stored safely. Medicines needing refrigeration will be stored in the medical room fridge. Some medicines (inhalers, etc.) will be carried by pupils and spares will be kept in the student services office. **All medicines must be clearly labelled.** Pupils self-administering asthma inhalers do not need to be recorded. Pupils must always be allowed to use their inhalers. Inhalers must be marked with the pupil's name. All pupils with an inhaler must take them on educational visits, however short in duration.

Controlled drugs will be kept in a locked cabinet in medical room. Access to these medicines is restricted to the named persons. (First aiders)

**Epi-pen:** Epi-pens will be kept in the student services office to allow all staff access in case of an emergency.

**Epi Pen training for staff will be updated regularly.**

**The Governing Body:** The governing body should ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

The governing body should ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are trained to provide the support that pupils need.

#### **Trained Staff**

- Named person (Gemma Courtney) for ensuring all first aiders are appropriately trained and at correct intervals.
- Monitoring of individual healthcare plans. (Admin Team)
- Named person to ensure all health plans are reviewed annually (Admin Team)

**Appendix 1: Deptford Green parental agreement to administer medicine**

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

Date for medication to start	
Name of school/setting	Deptford Green School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency.	

**NB: Medicines must be in the original container as dispensed by the pharmacy.**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_