



Medical Needs Policy

Approved by Local Governing Body	September 2023
To be reviewed	September 2024

Context:

This policy has been drawn up in response to the DfE Statutory Guidance 'Supporting Pupils at School with Medical Conditions' December 2015.

Legal framework:

Section 100 of the Children and Families Act 2014; Equality Act 2010; SEN Code of Practice; Education Act 2002; Children Act 2004.

Aims of the Policy:

- To enable pupils at school with medical conditions, in terms of both physical and mental health, to be properly supported so that they have full access to education, including school trips and physical education and play a full and active role in school life, remain healthy and achieve their academic potential.
- To reassure parents/carers of children with medical conditions that the school will provide effective support for their child's medical condition. To support this staff will receive and fully consider advice from healthcare professionals and listen to the views of parents/carers and pupils.
- To ensure that staff are aware of the social and emotional implications associated with medical conditions especially following long term absences.
- To ensure that support is in place to limit the impact on the child's educational attainment and emotional and general well-being as a result of long term absences or short term and frequent absences.

Roles and Responsibilities

Role of the Governing Board

- To ensure that arrangements are in place to support pupils with medical conditions and that the focus is on the needs of each individual child and how their medical condition impacts on their social life.
- To ensure that school leaders consult health and professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.
- To ensure that the school leaders comply with their duties under the Equality Act 2010 if the child is disabled.
- To ensure that staff are properly trained to provide the support that pupils need.
- In line with their safeguarding duties, the governing board should ensure that pupils' health is not put at unnecessary risk. They do not have to accept a child in school at times when it would be detrimental to the health of that child or others.

Role of the Principal/Head of School

- To have overall responsibility for planning and preparing for children with medical conditions in school in conjunction with the SENDCo.
- To ensure that the school policy is developed and effectively implemented with partners including making staff aware of the policy and procedures.
- To make all relevant staff aware of the child's condition.
- To ensure that sufficient staff are suitably trained to support the needs of individual children including the administering of prescription medicines.
- To make cover arrangements in case of staff absence and changes to ensure that someone is always available.
- To ensure that risk assessments for school visits, residential trips and other activities outside of the normal timetable are carried out.
- To ensure the development and effective monitoring of individual health care plans.
- To ensure that staff are appropriately insured and are aware that they are insured to support pupils in this way.
- To ensure that the school nurse health advisor is aware of all children with a medical condition that may require support in school.

Roles of the Staff

- Liaise with parents/carers, children and health care professionals to ensure successful transitions between other schools or classes and as pupils' needs change.
- To work with the parents/carers and health care professionals to ensure the child has the most appropriate support to enable a quality education.
- To work with the parents/carers and health care professionals to develop a suitable individual health care plan if necessary.
- To listen to the child.
- To work with the Local Authority, the parents/carers and any alternative education provider to identify the support needed to reintegrate the child effectively following a prolonged absence
- To receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- To know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Role of the Parents/Carers

- To provide the school with all relevant and up to date information about the child's medical condition.
- To work with the school and health care professionals to ensure the child has the most appropriate support to enable a quality education.

- To work with the school and health care professionals to develop a suitable individual health care plan if necessary.
- To provide the school with all relevant and up to date information about the child's medical condition.
- To work with the school and health care professionals to ensure that the child has the most appropriate support to enable a quality education.
- To work with the school and health care professionals to develop a suitable individual health care plan if necessary.

Role of the Pupils

- To provide information about how their condition affects them as appropriate for their age.
- To contribute as much as possible to discussions about their medical support needs and development of their individual healthcare plan.
- To assume responsibility for managing their own medicines and devices, e.g. blood glucose meter or insulin pump, when competent to do so.

Role of the Local Authority

- Under Section 10 of the Children Act 2004 they have a duty to promote cooperation between all relevant parties with a view to improving the well-being of children.
- To provide support and advise including suitable training school staff to ensure the support specified in individual healthcare plans can be delivered effectively.
- To work with the school to support pupils with medical conditions to attend full time.
- To make other education arrangements for pupils who will be away from school for 15 days or more because of health needs.

Role Health Care Provisionals and Providers

- To notify the school when a child has been identified as having a medical condition that will require support in school
- To provide or arrange appropriate training where practical.
- The named person will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be in place

Procedure – when notification has been received that a student has a medical condition please see **Appendix A**; outlines the process for developing Individual Healthcare Plans.

Managing Medicines on School Premises

- Medicines should only be administered at school when it would be detrimental to a child's health or attendance not to do so.
- No child under 16 should be given prescription medicines without the parent's written consent form for that particular medicine.
- **Appendix B** is the parents' permission form for medication
- A written record must be made each time a medicine is administered to a child, and the child's parents and/or carers informed on the same day, or as soon as reasonably practicable. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- The school will administer prescription only medicines that are required four times a day, the school will administer one dose which is usually at lunchtime. The medicine must be in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.
- Staff administering medicines should do so in accordance with the prescriber's instructions.
- Staff should keep a record of all medicines administered to individual children, stating what and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- All medicines must be stored safely. Devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should be used for the disposal of needles and other sharps. Parents must collect the medicine from the school office.

Record Keeping

- The person administering the medicine will keep a detailed record of all medicines given.

Emergency procedures

- Individual healthcare plans should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Staff need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

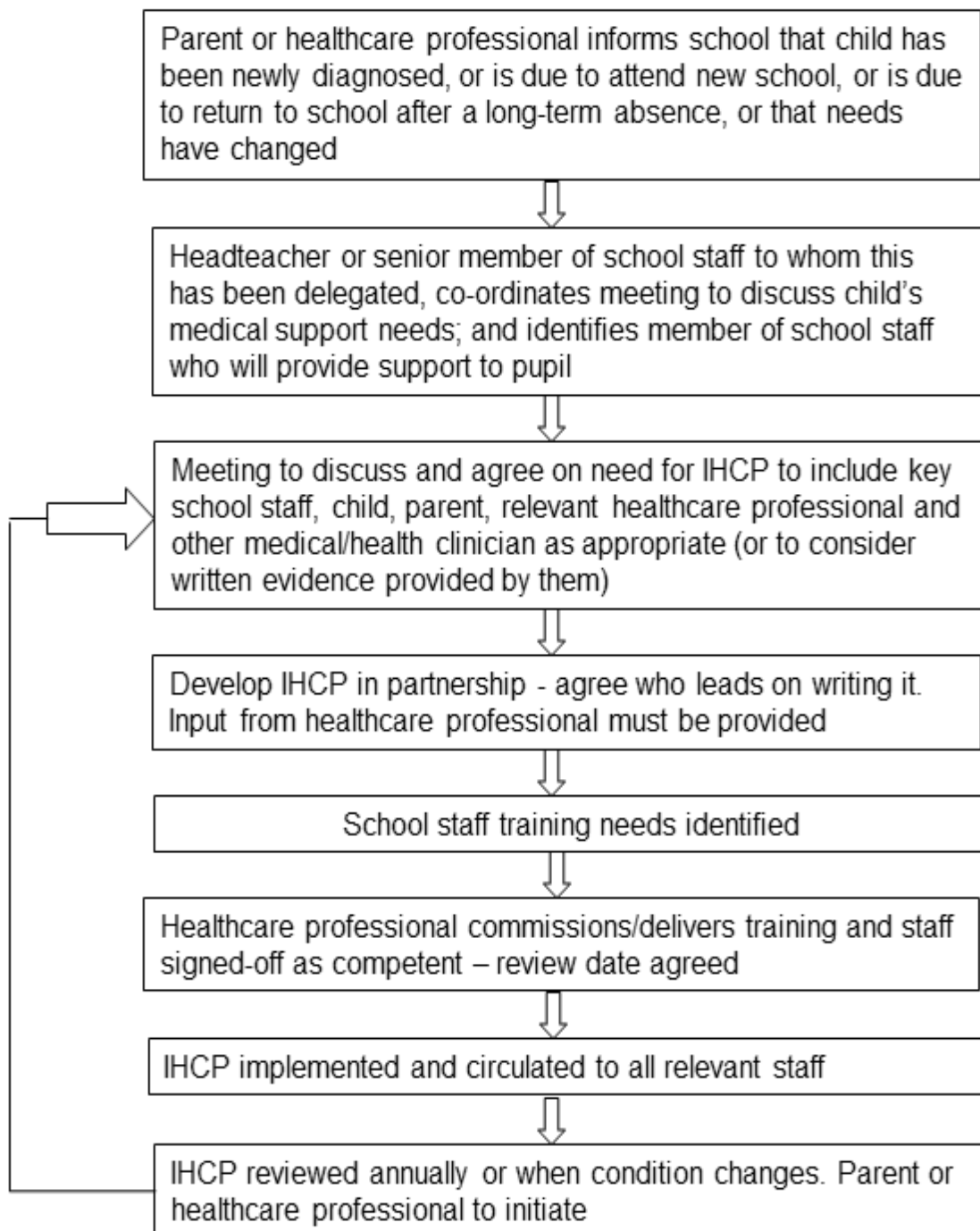
Day trips, residential visits, and sporting activities

- All pupils should be able to participate in all school activities including school trips, visits and sporting activities.
- Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- Teachers should consider what responsible adjustments the school might make to enable children with medical needs to participate fully and safely on visits. Where necessary they should carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate.

Complaints

- Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complains procedure.

Appendix A





Medication Administration Form

Kenley Primary School will not give your child medicine unless you complete and sign this form.

Name of child:		
Date of birth:		
Class:		
Medical condition/illness:		
Medication:		
Name/type of medicine (as described on the container):		
Date dispensed:	Expiry date:	Self-Administration: Yes / No
Dosage, method and time of dose:		
Special precautions:		
Time of last dose:	Date medicine will finish:	
<u>Parent/Carer Contact Details</u>		Contact Number
Name		
I understand that I must deliver and collect the medicine personally from the school office and accept this is a service which the school is not obliged to undertake.		
Name	Date	
Signature	Relationship to child	