



Supporting Children with Medical Needs Policy

Coupe Green Primary School Policy for supporting pupils with medical needs in school. Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Individual schools are required to develop their own Health and Safety policies to cover a wide variety of issues and it is suggested that in a similar way schools should develop policies and procedures for supporting pupils with medical needs, including the safe management of medication. (The Director of Education and Cultural Services March 2002)

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association and County Council regarding their indemnity policy. In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

Lancashire Education Authority developed a guidance document in March 2002 to bring up to date and to complement similar guidance produced in March 1998. They are all based on DFEE circular NO. 14/96, (A copy of which can be found with this policy). The contents of this document concentrate in the main on medical issues but Coupe Green School is aware of the wider context created by the extension of the requirements of the Disability Discrimination Act 1995 to the field of education in general and the new Disability Code of Practice. We are therefore developing this policy and putting into place the relevant procedures to ensure we are a fully inclusive school.

Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care. (See Health and Safety Policy)

Rational

Coupe Green Primary School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Aims

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems including hospital teachers, Lancashire Education Medical Service (LEMS), Lancashire Educational Inclusion Service (LEIS) and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

Definition

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. In the case of a short-term illness, school will administer prescribed medicines once a parent/carer has completed a medicine administration form for school. Designated staff administer medication in school. The overall responsibility for this is held by the Senior Leadership

Team (SLT), who ensure that medication is administered at the correct time and dose. Records are kept for individual children, recording the date, time and dose given.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school. In such cases a Lancashire Education Authority suggested protocol would generally be adopted in school with the parents consent. Occasionally a National Health Service Plan may be used.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

Provision and Organisation

The school will follow the guidance given by Lancashire Education Authority regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents. Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Coupe Green Primary School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. The school nurse is also developing her systems in line with this format of training and is offering two-way support for school. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school/centre for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school/centre can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required.

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines
- Emergency Relievers/Inhalers
- Epi-pens (Benedicts Law)

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils. Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication, such as insulin. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Agreed medication will be stored in the medical needs cupboard in the staff room and school office. These cupboards are locked and supervised by adults.. Pupils with a prescription inhaler for asthma store them in designated places within the classrooms. School keep two emergency inhalers, with spacers and EpiPens in the staffroom medical cupboards in the case of emergency.

When children require specific medicine that needs to be taken throughout the day, such as insulin, a risk assessment is conducted which evaluates the most appropriate place for this medicine to be stored and is recorded on the child's Individual Health Care Plan.

First aid supplies are stored in the school hall (in the side board next to the external double doors) and will remain organised by a member of the Health & Safety team.

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body.

The Headteacher will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carers or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- LEIS
- SEND Advisory Team
- Specialist Support Groups
- Lancashire Parent Partnership
- SEND Assessment Team
- Educational Psychology Team
- Child Protection Team
- Hospital Teachers
- Home Tutors

Will be regularly contacted to support and advise school in the devising and management of this policy.

Monitoring and Evaluation

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents via the school website. We will ask parents for annual updates regarding medical information.

Reviewed: May 2026