

Policy for Supporting Pupils with Medical Needs

Kintbury St Mary's CE Primary School



Approved by: KSM Governing Board

Date: April 2021

Last reviewed on: April 2021

Next review due by: Summer 2022

Kintbury St. Mary's School are aware that some pupils may have medical needs or conditions which, if not properly managed, could limit their access to education. Such pupils are regarded as having **Medical Needs**. More specifically, these would be pupils with a chronic illness, disability or long term complaint such as asthma, diabetes or epilepsy.

This policy has been drawn up in line with The Department for Education and Employment documents 'Supporting Pupils with Medical Needs: A Good Practice Guide', and Circular 14/96 'Supporting Pupils with Medical Needs In School'.

Aim: That pupils with medical needs are able to attend school regularly and, with some support from the school, take part in normal school activities.

Individual Healthcare Plans

To ensure that school staff have sufficient information to understand and support a pupil with **long term medical needs**, an individual healthcare plan will be drawn up in conjunction with the parents and where appropriate, the child and relevant healthcare professional. The plan will set out in detail the measures needed to support the pupil in school, including preparing for an emergency situation.

For **temporary medication needs**, Parents and carers will be asked to complete a Temporary Medication form.

The information in the Individual Healthcare plan and the Temporary Medication form is to inform all staff of any medical requirements of pupils. The information will be treated in confidence and will be used for no other purpose than for the school to set up a good support system.

The Head Teacher will agree with the parents exactly what support the school can provide. Where there is concern about whether the school can meet a pupil's needs, the Head Teacher can seek advice from the school nurse or doctor, the child's GP or other medical advisers and if appropriate, the LA.

Medication in school.

Medication is not administered at Kintbury St. Mary's School except to the children covered by this policy, and with the following conditions:

Parents are responsible for their child's medication, supplying information about any changes to the prescription and any possible side effects. They must also collect medicines held in school at the end of each term, and are responsible for disposal of date expired medicines.

No pupil can be given medication without parental consent

Pupils who can be trusted to manage their own medication should be encouraged to do so. If pupils can take their own medicine, staff may only need to supervise this. Parents will need to consent to this on the Individual healthcare plan.

The Head Teacher is responsible for deciding whether the school can assist a pupil who needs medication in school. The safety of staff and pupils must be considered at all times. Particular attention must be paid to the safe storage, handling and disposal of medicines.

Any member of staff who volunteers to accept responsibility for administering prescribed medication to a pupil will be given proper training and guidance; this will include epilepsy (if relevant), Epipen and asthma training. The type of training necessary will depend on the individual case. They will be given the full support of the Head Teacher and the Governing body, who will request written confirmation from the LA about legal liability.

Individual pupil medication must be readily available in the event of an emergency. School staff and the pupil concerned must be advised where this medication is kept.

Refusing medication

If a pupil refuses to take their medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services

Educational visits

The school will make every effort to include pupils with medical needs in school visits, whilst maintaining the safety of everyone in the group. All teachers supervising visits will be made aware of a pupil's medical need and any medical emergency procedures. If pupil safety cannot be guaranteed, it may be necessary to ask the parent or care assistant to accompany a particular pupil.

Sporting activities

Most pupils with medical conditions can participate in extra curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication. Any restrictions on a pupil's ability to participate in PE should be included in their individual healthcare plan. Teachers supervising sporting activities will be made aware of relevant medical conditions and emergency procedures.

Admissions

Children with medical need have the same rights of admission to school as other children.

First Aid

The School maintains a suitable and sufficient First Aid Risk Assessment in accordance with The Health and Safety (First-Aid) Regulations 1981.

The following arrangements are in place:

- Adequate provision for lunch times and breaks.
- Adequate provision for leave and in case of absence.
- First aid provision for off-site activities e.g. educational visits.
- Adequate provision for practical areas such as science, technology, home-economics and physical education departments.
- Provision for out-of-school-hours activities, e.g. sports and clubs
- Agreements with contractors working on site such as caterers or cleaners for joint provision for their employees
- Provision for trainees working on-site.
- Agreed procedures for isolated areas e.g. playing field
- Ensure that training is provided by an HSE approved provider

The First Aid Risk Assessment will be reviewed annually or upon change in circumstances such as new staff, change of use of building and change of pupil numbers.

Responsibilities.

Parents or guardians have prime responsibility for their child's health.

The LA, as the employer, is responsible for all health and safety matters.

The governing body has general responsibility for all the school's policies.

The Head Teacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When staff volunteer to give pupils help with their medical needs, the Head Teacher should agree to their doing this, and ensure that staff receive proper support and training where necessary. The Head Teacher should make sure that all parents are aware of the school's policy and procedures for dealing with medical needs.

Staff - there is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Head Teacher and Parents, access to information and training, and reassurance about their legal liability.