



SUPPORTING PUPILS WITH HEALTH CARE NEEDS IN SCHOOL

The Westleigh School is a caring community committed to the wellbeing of its members. This policy is designed, as far as possible, to enable pupils to attend school regularly by supporting pupils' health care needs.

Policy

1. The school will support pupils to manage long term or complex health care needs to enable them to attend school regularly.
2. Sufficient information must be provided by parents on pupils entering school and updated as necessary. HoY to update data.
3. Parents must inform school of any changes to their child's health care needs during their school career. A doctor's note should indicate any changes to the dosage of medication administered to pupils and handed in to the HoY/Pupil Office.
4. A Health Care Plan will be completed for any pupil who has health needs which may impact on their access to education or who has a condition which is long term. This plan will be drawn up in consultation with the parent/carer and an appropriate health practitioner (school nurse and the HoY. Any requests for school to administer or supervise prescribed medication should be made on the form HCP2 available from school and returnable to the Headteacher for his agreement.
5. Short term prescribed medication – where pupils are well enough to attend school but need to take regular medication. If possible this should be taken outside the school day. Where this is not possible a pupil must carry his/her medication. Pupils should carry and administer their own asthma inhalers. Pupils who carry their own medication are responsible for its safekeeping at all times. Asthma inhaler spares can be kept in the Pupil Office with the child's name clearly visible.
6. Non-prescribed medication
School staff will not give non-prescribed medication to pupils such as painkillers, anti-biotics or eye drops. No medication to be held by staff, unless they have an up –to-date Health Care Plan.
7. Storage of medicines
School can not store large volumes of medication. If possible the pupils should bring the required dose each day. When school stores medicines, it must be clearly labelled with the pupil's name, dose and frequency. All medication for a particular pupil should be stored together in one labelled container. Medication will be stored safely and the individual pupils will know where their own medication is located. Access to medicines will be restricted. Parents are responsible for the disposal of date-expired medication. Where parents have not disposed of out-of-date medication the school will safely dispose of them.

Medication is stored in a cupboard which will be locked at the end of the day. Diabetic equipment (food, glucose tabs)/Epi pens stored in the main First Aid cupboard accessible to all First Aiders.
8. If pupils refuse to take medication school staff will not force them to do so. Parents will be informed as soon as possible and, if necessary, emergency services called.

9. All staff have been supplied with an information booklet containing all medical conditions and students who have Healthcare Plans. Teachers supervising sporting activities are made aware of any relevant medical condition relating to a pupil and emergency procedures via this booklet.
10. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff must be accompanied by another adult and have their vehicle insured for business use.
11. In an emergency, school emergency procedures will be followed.
12. A copy of all Healthcare Plans will be kept in the Pupil Office, which is available to all staff and a copy kept in the student's file.

People Responsible for Healthcare Plans:

- Head of Upper School
- Head of Lower School
- Head of Year
- Lynn Taylor
- School Nurse (Kath Prescott)

Adopted by the Board of Governors on 18 January 2016	J Holland Chair of Governors 18 Jan 2016
Policy reviewed by the Headteacher on: 16 September 2016	C BRAMWELL Headteacher
Policy Review date:	September 2017