

Fell Dyke Community Primary School

Medical Needs Policy

These guidelines should be read in conjunction with: DofE Good Practice Guidelines, LA Health and Safety Policy/Guidelines, School Policies/Guidelines/Procedures on: Health and Safety, First Aid, Educational Visits and Special Educational Needs

Introduction

This guidance has been written to ensure effective management systems are put in place to support individual pupils with medical needs. Most pupils will, at some time in their school lives, have a medical condition, which may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such children are regarded as having medical needs. At Fell Dyke we recognise the importance of taking extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. Parents or carers have prime responsibility for providing school with information regarding their child's medical condition. The school works closely with parents and specialist members of the health service to ensure pupil's medical needs are met.

Inclusion

We are committed to providing effective learning opportunities for all pupils and apply the three principles for inclusion to planning and teaching. Suitable learning challenges will be set for all pupils with the aim of maximizing achievement for all pupils at an appropriate level for each individual. Teachers will respond appropriately to pupils' diverse learning needs and be aware of the needs of differing genders, special educational needs, disability, as well as different cultural, social and ethnic backgrounds. We are committed to the principle of equality of opportunity and this will be reflected in the curriculum offered to pupils and in the conduct of staff and pupils.

Roles and Responsibilities

Parents and Carers

Parents/carers are responsible for making sure that their child is well enough to attend school. Parents/carers must provide the Head Teacher with sufficient information about their child's medical condition and any special care which may be needed at school. They should, jointly with the Head Teacher, reach agreement on the school's role in helping with their child's medical needs. A medical admission form should always be completed and followed up by a medical care plan where this is necessary.

Local Authority (LA)

The LA is responsible, under the Health and Safety at Work Act 1974, for ensuring schools have health and safety policies which include procedures for supporting pupils with medical needs, including managing medication and first aid. The LA recognizes that staff are not contracted to undertake the administration of medicines, but staff are encouraged to volunteer to do so after having appropriate training.

The Governing Body

Governors determine, support and review school policies. They support the aims of the policy by making resources available wherever possible. Governors receive termly reports, which they use for monitoring purposes. The Governing Body delegates the responsibility for implementing policies and guidelines to the Head Teacher.

The Head Teacher

The Head Teacher is responsible for implementing policy and guidelines and for ensuring all reasonable steps are taken to safeguard the health and safety of all pupils. The Head Teacher ensures all parents are aware of the school's policy and procedures for dealing with medical needs. The school's policy clearly shows parents should keep children at home when they are acutely unwell. The Head Teacher ensures that appropriate staff training is available to those staff that volunteer to give pupils help with their medical needs. Day to day decisions about the administration of medication will be made by the Head Teacher. The Head Teacher will liaise with external agencies e.g. school nurse, GP and LA should there be concern as to whether the school can meet a child's medical needs.

Teachers and Other School Staff

Teachers' conditions of employment do not include giving medication or supervising a pupil taking it. Staff may volunteer to administer prescribed medication and the Head Teacher will organise appropriate training for staff. The school recognises that the administration of medication is not a normal occupational duty of staff and therefore designated first aiders are responsible for the administration of medication. All staff must act as a "reasonable parent" in the case of extreme emergency. The legal position of a member of staff inadvertently administering an incorrect medication is that, provided appropriate training has been received and guidelines have been followed, he/she is automatically indemnified for insurance purposes.

Short Term Medical Needs

The school does not administer non-prescription medication e.g. cough medicines, analgesics e.g. paracetamol, aspirin. The school will administer medicines such as antibiotics, ear/eye drops, lotions if the medicine is clearly prescribed to a child and the parent fills in the Medical Care Plan. Prescribed medication must be from a Doctor and need administering 4 or more times each day.

Long Term Medical Needs

- 1] Nominated members of staff administer medication to pupils with long term needs following the preparation of a Health Care Plan (See Appendix 2). The main purpose of an individual Health Care Plan is to identify the level of support needed at school. Health Care Plans are reviewed annually (in September) with parents/carers and an annual consent form completed.
- 2] An individual Health Care Plan will be drawn up in consultation with the following if applicable:
 - Head Teacher
 - SENCO
 - Parent or Carer
 - Child
 - Class Teacher
 - Carer or Support Staff
 - School Staff who have agreed to administer medication or be trained in emergency procedures
 - School Health Service e.g. GP, School Nurse (if applicable)
- 3] The Head Teacher is responsible for co-ordinating and disseminating information on an individual pupil with medical needs. All staff, including supply staff, will be made aware of how an emergency should be coped with.
- 4] If a child's medical condition affects access to any aspect of the National Curriculum the child will also be monitored within the Special Educational Needs Register.
- 5] The Head Teacher will organise any staff training needs which may arise from the preparation of a Health Care Plan.
- 6] The Head Teacher and staff treat all medical information confidentially and all details will only be forwarded to other professionals following consultation with parents.

MEDICATION CAN ONLY BE ADMINISTERED ON COMPLETION OF A MEDICAL CARE PLAN

Record Keeping

Parents are responsible for providing information to the school regarding their child's long-term medication. They must complete a Health Care Plan with the designated first aider.

School Visits

Refer to Policy/Guidelines on Educational Visits.

Sporting Activities

Most pupils with medical conditions can participate in both the PE curriculum and extra-curricular sport. Some pupils e.g. those with asthma, may need to take precautionary measures before or during exercise and /or need to be allowed

immediate access to their medication if necessary. The Head Teacher ensures all staff supervising sporting activities e.g. football, dance, swimming are aware of relevant medical conditions and sporting activities.

SAFETY MANAGEMENT

Storing Medication

Medications, which need to be stored at specific temperatures, may be stored in a special box in the fridge in the staff room. Containers should be clearly labeled with:

- the name of the pupil
- the name and dose of the medication
- frequency of administration

Inhalers are stored in a labelled box in each classroom.

Other medication is stored in the locked medical cupboard in the school office.

Disposal of Medicines

Parents collect medicines that are out of date or no longer needed. School staff **do not** dispose of unused/out of date medication.

Physical Education

The school maintains a register of medical needs and ensures all staff running out of school clubs are aware of the asthmatic needs of the children in their care.

THE MEDICAL REGISTER - SIMS

Children's medical conditions are stored electronically in SIMS. It is the responsibility of the admin staff to provide class teachers, teaching assistants, lunchtime supervisory staff, extra-curricular club facilitators etc with the details of children with medical conditions. A child is noted as having a medical condition which may affect his or her access to the National Curriculum e.g. hearing impairment, asthma, severe eczema. The child's condition(s) is recorded on SIMS and he or she may also be identified as having special educational needs. In some cases a child may have a medical condition which is life-threatening e.g. severe asthma, anaphylaxis, epilepsy, heart defect. The child's condition(s) is recorded in SIMS and he or she may also be identified as having special educational needs.

A register of children who have a Health Care Plan is kept in the file in the office and a copy given to each class teacher.

Admissions

Parents are asked to give details of medical conditions when children are admitted into Fell Dyke Community Primary School. The Head Teacher holds responsibility for making a decision on whether a Health Care Plan is needed. The Head Teacher, in consultation with the Governing Body, will take advice from external agencies including the LA before a child with a life threatening condition is admitted. This is particularly relevant in the case of a child who may need invasive medical treatment.

RRSA

Article 24 - Children have the right to medicine and good quality health care.

At Fell Dyke Community Primary school, we are committed to promoting a rights respecting ethos based on the Convention on the Rights of the Child in all aspects of school life and the best interests of the child is at the heart of our policy and practice. The articles set out in the CRC are known to all children and adults in the school and we encourage rights respecting language and behaviour at all times. The children are taught that we all have rights and responsibilities, in our school community, locally and globally and the difference between wants and needs. We recognise that children have the right to say what they think about matters affecting them and to have their views taken seriously and we encourage them to play an active role in their own learning and to speak out and act for the rights of all to be respected locally and globally.

Monitoring and Evaluation

This policy and guidelines is subject to regular evaluation through annual review .

Next Review: Spring 2020



Fell Dyke Community Primary School

Annual Review Of Consent

Name of Pupil: _____

Class: _____

The treatment/medicines prescribed for my child for use in school remain unchanged.

Signed:.....(Parents/Carers)

Name of Parents/Carers:

.....(Please print name)

Date: