



ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

This policy outlines responsibilities and procedures for supporting pupils at Alderman Jacobs Primary School who have medical needs.

Parents, Guardians and Carers

- Parents, Guardians and Carers are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents at Alderman Jacobs School are asked if their child has any health conditions or health issues on the enrolment form. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- Parents are responsible for providing the Head teacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Head Teacher, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, ideally, the Head should seek parents' agreement before passing on information about their child's health to other school staff.
- Parents' religious and cultural views should always be respected.

The Governing Body

The Governing Body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff

The Head Teacher

The Head Teacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When teachers volunteer to give pupils help with their medical needs, the Head should agree to their doing this, and must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the Head Teacher. The Head is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The head is responsible for arranging back up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and other school staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training.

Other Health Professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The Local Health Authority
- The school nurse
- The General Practitioner (with the consent of the child's parents)
- The Community Paediatrician

Short term medical needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. School staff can give non-prescribed Over The Counter medication to children in special cases at the complete discretion of the Head teacher. Written permission including when, why and how much must be given in advance. In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the child should take the medication. A member of staff will supervise the pupil taking medication keep a log of all medication taken and notify the parents in writing on the day painkillers are taken.

Long term medical needs

The school needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents and relevant health professional.

Individual Health Care Plans

Alderman Jacobs School uses a Health Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Health Care Plan if required.

Health Care Plans enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are

- the Head Teacher
- the parent or guardian
- the child (if sufficiently mature)
- class teacher
- teaching assistant
- school staff who have agreed to administer medication or be trained in emergency procedures
- the child's GP or other health care professionals.

Administering medication

No pupil will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Storage requirements (e.g. fridge with restricted access)
- Expiry date
- Other treatment
- Any side effects
- School will seek written consent for agreeing to administer the medication
- Staff will complete and sign a record log each time they give medication to a pupil.
- In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.
- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this
- Staff who have had training will be able to administer medication
- All staff who have been trained have agreed to do so on a voluntary basis.

Refusing medication

If a child refuses to take medication, the 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.

School trips and residential visits

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of

other pupils on a trip, they will seek medical advice from the School Health Service or the child's GP.

Alderman Jacobs School and staff understand that there may be additional medication, equipment or other factors to consider when planning residential visits. Staff consider additional medication and facilities that are normally available at school.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Physical Environment

Alderman Jacobs School is committed to providing a physical environment that is accessible to pupils with medical conditions.

Confidentiality

The school will treat medical information confidentially. The Head will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Strong medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- Pupils should know where their medication is stored.
- Asthma inhalers are allowed to be carried by the pupils.
- Other medicines are kept in a secure place not accessible to pupils.

Disposal of medicines

Parents must collect medicines held at school at the end of each term. Parents are responsible for disposal of date expired medicines.

It is the parent's responsibility to notify the school in writing if the pupils need for medication has ceased.

Hygiene/infection Control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

Allocated staff have regular training in First Aid and know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive.

Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure

The administration of medication for these medical conditions requires specific training and procedures. A log of those trained for more complex medications and procedures is kept and updated. Specific training is sought on 'need' basis.

Statutory/Non-Statutory

Created/Reviewed/ Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Abi Shepherd	Spring 2018	Achievement Committee	January 2018	3 Years	Spring 2021	<i>Cathy Carlisle</i>	<i>Whitland</i>