

MEDICAL CONDITIONS POLICY



Canterbury Cross Primary School

Medical Conditions Policy

Supporting Pupils with Special Medical Needs

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication
- (b) Long-term potentially limiting their access to education and requiring extra care and support
(deemed **special medication needs**)

Rationale

LAs and schools have a responsibility for health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. However once this information is supplied to Canterbury Cross Primary it is the school's responsibility to hold meetings/discussions with parents and contact or seek advice from any health professionals who are dealing with the medical need of the child. Canterbury Cross Primary may keep notes of any discussions or conversations; a parent can request a copy of these.

Aims

Canterbury Cross Primary School aims to:

- Assist parents in providing medical care for their children.
- Educate staff and children in respect of special needs;
- Adopt and implement the LA policy of Medication in Schools;
- Arrange training for staff from healthcare professionals to support individual pupils, which is updated according to healthcare professionals advice;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible.
- Promote the child's confidence and self-esteem in school
- Monitor and keep appropriate written records.
- Ensure a smooth transition between classes and schools

Entitlement

Canterbury Cross Primary School believes that pupils with medical needs should be assisted as much as possible to access the full curriculum and they too have a right to the full education available to other pupils.

Canterbury Cross Primary School supports all pupils with medical needs in a number of ways so absences are minimised and pupils receive necessary proper care and support.

Canterbury Cross Primary accepts all employees have rights in relation to supporting pupils with the medical needs as follows:

- Receive appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Residential/adventurous visits

Canterbury Cross are aware of how a child's medical condition will impact on their participation in certain visits particularly adventurous, but all children are encouraged to participate according to their own abilities and with any reasonable adjustments. Inclusion of pupils in these activities with any adjustments as required, is encouraged unless evidence from a clinician such as a GP states that this is not possible, or where the risk assessment does not uphold it.

This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. (Please also see Health and Safety Executive (HSE) guidance on school trips.)

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Where parents have asked the school to administer the medication for the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day or at specific times, which are in the school day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be bought into school by the parent.

Parents are responsible for:

- Ensuring that their child has a sufficient amount of medication which is in date;
- Replacing their child's supply of medication on request;
- Safely disposing of their child's date-expired medicines, for example by returning them to a pharmacy; and
- Ensuring that all medication is provided in its original container with the label, from the pharmacist if the medication is prescribed or the parent, if it is over the counter, showing the:
 - Child's name, date of birth;
 - Name and strength of medication;
 - Dose;
 - Any additional requirements, e.g. to take the medication with food etc.;
 - Expiry date; and
 - Dispensing date or date of purchase.
- Canterbury Cross will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place kept out of the reach of pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

- A school inhaler to be available for emergency asthma attacks, where the child's inhaler has run out or is not in school.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. This includes intimate care plans, care plans, medical boards with Red Alert cards, administration of medicine forms, and minutes kept of meeting.