



Beech Grove Primary School



Policy for Supporting Pupils with Medical Needs

Introduction

The Children and Families Act 2014 places a duty on schools to make arrangements for pupils with medical conditions. This policy should be read in conjunction with the documents *Asthma Policy* and *the Administration of Medication in School – Policy and Procedures*.

Definition

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

- Short term – affecting their participation in school activities during which time they may be on a course of medication
- Long term – potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Rationale

Local authorities and schools have a responsibility for the health and safety of the pupils in their care. The Health and Safety at work Act 1974 makes employer's responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the employer is responsible for ensuring that safety measures cover the needs of all pupils in 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 children may need. This includes supply staff.

The Children and Families Act gives the same right of admissions to pupils with special medical needs as other children. These children cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' (in place of parents) to take swift action in an emergency. This duty also extends to teachers and staff leading activities 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. The school takes advice from Middlesbrough Council and the health service which encourages self-administration of medicines where possible (as appropriate to the age and ability of the child). School may need to liaise with Social Care or the Children with Disabilities Team where necessary. Insurance arrangements also need to be put in place for some medical conditions. Where a child is in hospital for more than a few days school may also liaise with the Hospital Teaching Service.

Aims

- To assist parents in providing medical care of their children
- To educate staff and children in respect of special medical needs
- To adopt and implement the LA policy of medication in schools
- To arrange training for school staff to support individual pupils on an agreed basis with them
- To liaise with medical services as necessary in support of the individual pupil
- To ensure full access to education if possible
- TO monitor and keep appropriate records

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have the right to the full education available to other pupils. The school believes that pupils with medical needs should be able to have full attendance as far as possible and receive necessary proper care and support. For some children training will have to be given beyond a First Aid certificate, and regular training for asthma, anaphylactic shock etc. will be undertaken by staff.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability
- Bring to the attention of the Head Teacher any concern or matter relating to supporting pupils with medical needs.

Responsibilities

The Head Teacher

The Head Teacher has overall responsibility for the policy and will ensure it is implemented effectively. The Head Teacher is Mr John Dixon.

The Head Teacher will ensure all staff, including supply staff, are aware of any child in their class with a medical condition and Health Care Plan.

They will ensure that Health Care Plans are reviewed annually, or earlier, if evidence is presented that the child's needs have changed.

School Staff

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

School Nurse

Beech Grove Primary has access to the School Nursing Service, our school nurse is Denise Bell. The school nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this will be done before the child starts at the school.

The school nurse will provide support and advice writing and implementing the Individual Health Care Plan. They will also provide or organise relevant training where required.

Other Health Care Professionals

Health Care Professionals should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice when developing an individual health care plan.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions where appropriate e.g. the age of the child.

Parents

Parents should ensure that the school has up-to-date information about their child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition.

Parents will be involved in the development and review of their child's individual health care plan.

Individual Health Care Plans

Individual health care plans are drawn up by the Inclusion Co-ordinator and Parent Support Advisers in conjunction with parents and other health care professionals, as appropriate.

These plans will be reviewed annually, or earlier, if evidence presents itself that the child's needs have changed.

Individual Health Care Plans will specify:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's medication – name, dose, expiry date and any procedures that have to be followed
- procedures to follow in an emergency situation
- Staff designated to support the pupil
- Contact details for parents/carers and G.P.'s medical practice

Transition Arrangements

When a pupil is moving to another school the Parent Support Advisers will arrange a meeting with staff at the new school to share information and ensure that all records are handed over safely.

If a child with medical needs is to start at Beech Grove Primary School the Parent Support Advisers will endeavour to meet staff from the transferring school together with parent/carers and the school nurse, prior to the child starting, to ensure that all the relevant information is shared.

Medication and Administration

Refer to *Administration of Medication in Schools* Document.

Storage of Medication

All medication will be stored safely and securely.

Asthma inhalers, epi-pens etc. are to be clearly labelled with the child's name, class, and administration details and stored safely in the classroom where the child can have immediate access when needed.

Other medication, such as Ritalin, will be kept securely by the Senior First Aider and administered at the set time after discussion with the parent/carer and following the health care plan.

Record Keeping

Staff will record any doses of medicines given on the pupil's Record of Administration.

A notice board in the staffroom details those children with medical conditions and health care plans and a copy will be displayed in the school kitchen if the condition is related to food and allergies.

Class teachers with children with medical conditions in their class will also have a copy of the health care plan.

Disposal of Medication

When medication is due to reach the expiry date a request will be made to parents/carers to bring some new medication to school.

Medication past the expiry date will be returned to parents/carers or, if not collected, returned to a local pharmacy to be destroyed.

Staff Training

Training will be organised when necessary to update skills and knowledge. Where appropriate, this will be carried out by external agencies e.g. asthma nurse, epilepsy nurse.

Training for staff from parents will be acceptable only where this is agreed with health care professionals.

Emergency Procedures

In a medical emergency, teachers can administer first aid if necessary. If possible, First Aiders will be asked to attend.

If an ambulance needs to be called, staff will –

- Outline the full condition and how it occurred
- Give details regarding the child's name, date of birth, address, parent/carer's names, any known medical conditions and, in the case of an asthma attack or epileptic fit, for example, the medication administered and action taken.

Parents/cares must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Children must always be accompanied to hospital by a member of staff. Staff cars should not be used for his purpose unless specific insurance has been agreed.