

## **Race Leys Infant School**



### **Medical Needs Policy**

**Originator: L. Duncan**

**Issue Date: September 2021**

**Agreed by staff: September 2021**

**To be reviewed: September 2023**

**Ratified by Governors: September 2021**

**Signed:**

**Date:**

**Monitored by: Louise Duncan**

**"Learning together we can reach for the stars"**

## **Definition**

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

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

## **Rationale**

LAs and schools have a responsibility for the 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 on 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 school 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. Governing bodies are required to ensure there are arrangements in place, including ensuring sufficient members of support staff are appropriately trained to undertake these roles as part of their core job description.

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.

## **Aims**

The school aims to:

- assist parents in providing medical care for their children.
- educate staff and children in respect of special medical needs.
- adopt and implement the LA policy of Medication in Schools.
- arrange training for volunteer staff to support individual pupils.
- liaise as necessary with medical services in support of the individual pupil.
- ensure access to full education if possible.
- 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 a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

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 management any concern or matter relating to supporting pupils with medical needs.

## Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication (creams and lotions) 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 their child, 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.** 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 brought into school by the parent.
- A medicine form must be filled out by parents at the office, when dropping off prescribed medicines. Only medicines listed on the medicines form may be administered.
- employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school 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 and kept out of the reach of the

pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

- short term medical treatment - the school does not accept responsibility for administering medication such as antibiotics. Parents should where possible to ask their doctors to arrange dose frequencies which enable the medication to be taken outside school hours.
- The school will not administer pain killers unless it is specified on a care plan.
- **Long term medical treatment** - It is important in the child's emotional and academic development that the school should be as fully aware of a child's medical condition. It is the intention of the school to draw up where appropriate and in conjunction with the parent and other relevant health professionals a written health care plan.
- Where medication is to be administered the parents or guardians of the child will need to complete a written agreement form prior to the medication coming onto the school premises.
- Staff should receive the appropriate training and support to meet the needs of pupils that will fall within their care.
- No pupils should be given any medication without written parental consent. If medication is given then the member of staff should check
  - pupil's name
  - written instructions from parent/guardian on the care plan
  - prescribed dose
  - expiry date.

If in any doubt the member of staff should check with the parent before giving medication.

- If a child refuses medication they should not be forced to take it. The school should inform the parent as soon as is possible.

Staff must keep records of medication given to pupils. This will be passed onto the next teacher.

- Staff supervising trips must check for medical conditions amongst the children taking part and ensure that all medication will be available to the child. When organising any trip, staff must consult care plans for all children in their care. Before the commencement of a trip, staff must make contact either in writing or in person with the parent of such children and ensure that adequate quantities of medication are available, that the child's condition is stable and that they are as fully briefed as

possible, and what emergency details are required should the child need to have additional support. A first aider must go on a school trip.

- Any staff taking children out of school must ensure they take the relevant care plans and the 'medicine bag' containing all the medication.
- All children should have maximum access to the curriculum. A child's medical condition should be considered against the demands of the curriculum and wherever possible the necessary arrangements should be put in place.
- Emergency procedures - In the event that an ambulance needs to be called:
  - \* Ring the emergency service
  - \* Explain the case in detail e.g. anaphylaxis
  - \* Endeavour to make contact with the parent.
  - \* Accompany the child in the ambulance.
  - \* Take a copy of all medical details with you and their medication.
  - \* Ensure you have a record of all medication given including time and dose.
  - \* Remain with the child until the parent arrives.

Generally, staff should not take pupils to hospital in their own car. If it is required then the member of staff should be accompanied by another adult and have public liability vehicle insurance.

### **Medical File**

This file contains relevant information on types of medical conditions of children who attend this school.

- Comprehensive list of children with medical conditions
- Severe conditions health care plans
- Mild / Moderate conditions health care plans

Health care plans are reviewed annually unless the child's medical needs have changed throughout the year. Parents may amend the care plan during the year if necessary in response to changes in their child's condition.

In order to make all relevant members of staff aware of the individual needs of the children in our school we:

- Give all teachers a file with copies of health care plans.
- Hold a central file with all health care plans.
- Inform all members of staff in the school of the contents of the central file.
- Share health care plans with relevant staff.
- Include any medical needs on the class profile which is given to all adults who come into contact with the children.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs

At Race Leys Infant School we ensure we have a number of members of staff trained in first aid. This includes:

- First aid at work
- Paediatric first aid

All members of staff that are trained in either first aid at work or paediatric first aid will wear a green first aid lanyard so they can be easily recognised by staff and children.