



St. Giles Junior School
Medical Conditions Policy

Adopted by the Governing Body:

Signed: _____

Chair of Governors

Head Teacher

Date: March 2016

Date of Next Review: March 2019

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 medical needs**).

RATIONALE

Local Authorities 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.

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 and guidance from the Warwickshire County Council Schools Health Directory which encourages self-administration of medication when possible.

Contact details for our School Nurse can be found in the school prospectus which also states a copy of this policy is available to parents.

AIMS

The school aims to:

- assist parents in providing medical care for their children
- educate staff and children in respect of special medical needs

- 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 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 they must ask the pharmacist to ensure the prescription and dosage regime is 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. Parents will be asked to complete a consent form for the administering of medicine (Agreement for School Setting to Administer Medicine).

The school will make records of any medication given (Record of Medicines 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.

PROCEDURE

The SENDCo is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence / turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly.

Where children are joining St. Giles Junior School at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an Individual Healthcare Plan (IHP) which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Individual Healthcare Plans

The following information should be considered when writing an individual healthcare plan:

- § the medical condition, its triggers, signs, symptoms and treatments
- § the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- § specific support for the pupil's educational, social and emotional needs
- § the level of support needed including in emergencies

- § who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- § who in school needs to be aware of the child's condition and the support required
- § arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- § separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- § confidentiality
- § what to do if a child refuses to take medicine or carry out a necessary procedure
- § what to do in an emergency, who to contact and contingency arrangements
- § where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body:

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher:

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

School Staff:

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses:

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison.

Other healthcare professionals:

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes).

Pupils:

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents:

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation.

Notes

- ∇ The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

- ∨ The following practice is considered not acceptable:
 - § preventing children from easily accessing their medication and administering it when and where necessary
 - § assuming children with the same condition require the same treatment
 - § ignoring the views of the child, their parents; ignoring medical advice or opinion
 - § sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
 - § penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
 - § preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
 - § to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
 - § preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

COMPLAINTS

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's Complaints Policy.

REVIEW FRAMEWORK

The policy will be reviewed every three years (or sooner in the event of revised legislation or guidance).