



Supporting Pupils with Medical Conditions

Policy 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

School Ethos

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 so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Churchdown School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need. The Children and Families Act 2014 places a duty on schools to make arrangements for pupils with medical conditions. Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child.

The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of pupils with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a pupil with a medical condition requires support
- To keep, monitor and review appropriate records.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent pupils from accessing their medication
- Assume every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical advice
- Prevent pupils with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise pupils for their attendance record where this is related to a medical condition
- Prevent pupils from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Churchdown School provides full access to the curriculum for every pupil wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Churchdown School will ensure that, where appropriate, pupils are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Governing Body of Churchdown School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by pupils with medical conditions.

Information

Pupils with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, displayed in the staffroom corridor. Pupils with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in the medical room and all adults dealing with the pupil will have their attention drawn to this information. All other medical conditions will be noted from pupil's electronic records.

In an emergency

If possible, the school's Welfare Assistant will be required to attend. If an ambulance needs to be called, the Welfare Assistant will:

- Outline the full condition and how it occurred
- Give details regarding the pupil's date of birth, address, parents' names and any known medical conditions.

Pupils will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Parents will be issued with forms giving their permission for paracetamol to be given to their child when requested. Permission will be logged on the pupil's electronic record.

Essential medicines will be administered on Educational Visits. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit. Named staff members will give medicines.

Before administering any medicine, staff must check that:

- The medicine belongs to the pupil
- Must check that the dosage they are giving is correct, and
- that written permission has been given
- All medicines will be stored safely
- Medicines needing refrigeration will be stored in the medical room refrigerator
- Some medicines (inhalers, etc) will be carried with the children, for ease of access during outside activities
- All medicines must be clearly labelled
- Prescribed medicines will be kept in the locked cabinet in the Medical Room
- Access to these medicines is restricted to the named persons

Pupils self-administering asthma inhalers do not need to be recorded. All pupils with an inhaler must take them on educational visits, however short in duration.

Epi-pen – staff have been trained in the administration of epi-pen. Ambulances must be called for a child who may require an epi-pen.

Complaints

Should a parent be unhappy with any aspect of their child's care at Churchdown School, they must discuss their concerns with the school.

Additional Information

The following documents are held by the Welfare Assistant:

- Supporting Pupils at School with Medical Conditions, Statutory Guide for Governing Bodies of Maintained Schools and Proprietors of Academies in England.
- Policies, Protocols, Guidelines and Procedures for Epilepsy in Schools and Early Years settings with Local Authorities.
- Policies, Protocols, Guidelines and Procedures for Asthma in Schools and Early Years settings with Local Authorities.
- Policies, Protocols, Guidelines and Procedures for Diabetes in Schools and Early Years settings with Local Authorities.
- Policies, Protocols, Guidelines and Procedures for Allergies and Anaphylaxis in Schools and Early Years settings with Local Authorities.