

Medical Needs Policy for Claregate Primary School - Summary

The full version of this policy is available on request. This includes how we manage specific conditions such as asthma and diabetes et al.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility (DCSF and DH, 2009).

This document should be read in conjunction with the document – Department for Education (2014/2015) Supporting pupils at school with medical conditions by the Department for Education and Skills and the Department of Health.

STATEMENT OF PRINCIPLES

The Governors, Head Teacher and staff of Claregate Primary School will conform to all statutory guidance and work within guidance issued by Royal Wolverhampton NHS Trust and Wolverhampton Local Authority.

The Governors, Head Teacher and staff:

- are committed to ensuring that all pupils have access to as much education as their medical condition allows in order to maintain the momentum of their studies, keep up with their peers and fulfil their educational potential.
- recognise the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for pupils with medical needs.
- recognise that on occasion pupils with long-term and/or complex medical needs will require intervention from a specialist provision, such as a special school, the Home and Hospital Tuition Service or the Orchard Centre.
- will work with specialist providers, whenever necessary, to ensure smooth transition to and from (where appropriate) the specialist provision and, as far as it is possible, provide continuity in learning.

RESPONSIBILITIES

Governing Board

A nominated governor will be responsible for reviewing and monitoring the procedures that apply to children and young people with medical needs. This may or may not be the same person as the governor with link responsibility for SEN and/or disability access.

The Governors of Claregate Primary School:

- will ensure that the school has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus/school brochure.
- will have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher.
- will ensure the appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions.

- will receive information on issues relating to the management of pupils with medical needs, once a term, via the Head Teacher's report.
- will review the effectiveness of this policy on an annual basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.
- will ensure that arrangements are clear regarding support for pupils with medical conditions in participating in school trips and sporting activities.
- will ensure procedures are in place to cover any transitional arrangements between schools.
- will ensure written records are kept of all medications administered.

3.2 Head Teacher

Subject to the provisions set out in this policy and guidance document the Head Teacher will accept responsibility for the school giving, and/or supervising, pupils taking medication during the school day and:

- will ensure that the school has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus/school brochure . This should be read in conjunction with the Department of Education document (DE, 2014/2015) Supporting pupils at school with medical conditions, with particular attention being paid to page 19, Unacceptable Practice section 43 (2014) and page 23, section 25 (2015).
- will ensure school staff are appropriately insured and aware that they are insured to support pupils.
- will ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs. (See Appendix C, Planning Forms).
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.
- has an overall responsibility for the development and implementation of individual health care plans.
- will ensure that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- will ensure that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs and deliver against all health care plans.

The Responsibility of Parents / Carers

Fill in and keep updated the contact details form, so the school knows current telephone numbers and medical practitioners.

Be aware of school policies and procedures.

Complete the Home School Agreement.

Liaise with the school on day to day matters, tell the school what the school needs to know in good time and be "partners" in the child's care.

Provide medication to a member of staff and give written information on the Administration of Medicine pro forma. Only hand medication to a member of staff employed at the school.

Provide medication in the original container which is child proof, clearly labelled with the contents, child's name.

Collect medication at the end of the school day if required. Understand that medication cannot be given in school unless it is prescribed and a Medication Permission Form completed and signed by the Headteacher.

Inform schools if medication no longer needs to be taken.

Notify the school if the child is registered disabled or has a serious medical condition.
Remember to replace medication that is time limited e.g. adrenaline where the use by date applies.

Facilitate transitional arrangements if the child moves from one setting / school to another.

Participate in Health Care Plans.

Provide a current telephone contact number so the school can contact you in an emergency.

What The School is Not Responsible For

Medical procedures managed by community groups who simply let the premises e.g. CATS and BATS club and PTA, evening activities such as Cubs.

Medical needs administered at home.

Medical needs of pupils not registered at the school.

Non prescribed medication including painkillers, particularly aspirin.

Medication that can reasonably be administered at home e.g. three times a day.

Named Contact

In order to ensure that parents, staff, governors and outside agencies that have contact with pupils with medical needs have an easy route to communication with the school, the identified person(s) is/are:

Mr M Murphy, Headteacher and Designated Safeguarding Lead, Educational Visits Co-ordinator

Mr D Saunders, Deputy Headteacher and Deputy Designated Safeguarding Lead

Mrs B Sukara Fielding Child and Family Support Worker

As well as acting as first contact for parents and outside agencies

The above staff will be responsible for:

- the school's system of record keeping for pupils with medical needs.
- ensuring the confidentiality of all records of pupils with medical needs.
- ensuring that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities (see form M6).
- ensuring that risk assessments are carried out wherever necessary, for both in-school and off-site activities (see also HSE Guidance on School Trips).
- ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs.
- monitoring the attendance of pupils with longer term medical needs.
- assisting in maintaining contact with pupils out of school because of medical needs.
- attending multi-agency reviews as required.
- ensuring that, wherever appropriate, pupils out of school for short periods of time with any medical condition are provided with work to do at home and this work is assessed and recorded appropriately.
- providing appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible.

Teachers and Other Staff

- There is no statutory/contractual duty for teachers to administer medicine in school. However in an emergency swift action will need to be taken by any member of staff to secure assistance for any pupil. The consequences of not helping a pupil in an emergency may be more far reaching than the consequences of making a mistake by trying to help. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

RESPONSIBILITIES OF THE PUPIL

Children who are competent are encouraged to take responsibility for managing their own medicines and procedures and this is reflected in the Health Care Plan.

HEALTH CARE PLANS

The School Nurse can be asked to provide support and training for staff, including advice and liaison on the implementation of the health care plan. Consultation should also be undertaken with parents/carers and /or pupils.

An individual nurse specialist for e.g. epilepsy, diabetes sickle cell etc. will contact the school to arrange a visit to complete these individual health care plans. A copy must be sent to the school nurse and the child's GP.

The training of staff will be reviewed annually when completing the working together agreement between the school and the school nurse.

MEDICATION COMING INTO SCHOOL

- Most medication prescribed for a pupil will be able to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and **there is no need for medication to come into school**. Only medication specified as four times a day or specified to be during school hours will be administered by school staff.
- No medication will be allowed into school unless it is clearly labelled with:
 - the child's name
 - the child's date of birth
 - the name and strength of the medication
 - the dosage and when the medication should be given
 - the expiry date
- The proforma that has to be filled in is on the school website or is available from the school office during office hours.

This information is to be checked each and every time that medication is administered. If there are any doubts about the procedure staff will check with parents/carers before proceeding.

Medication administered short term or occasionally will be recorded. Wherever possible, it is good practice to have the dosage and administration witnessed by another responsible adult.

- All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.
- Where two or more types of medication are required, each should be in a separate container and labeled as above.

- Where medication is required long-term, a letter from the pupil's General Practitioner (GP), Consultant or Medical Prescriber must accompany the medication.
- Parents/carers will hand all medication to the named contact or the Head Teacher on arrival at school.
- Everyday medicines such as antibiotics, paracetamol etcetera will normally be stored behind a locked door in the staff room (fridge if necessary) and accessed only by staff named in Section B above.
- Certain medicines, e.g. salbutamol, adrenaline etcetera, may need to be readily available to pupils. These will be kept by:
 - the class teacher or a designated teaching assistant
 - the pupil
 - the Headteacher

Non-Prescription Medications

Normally this type of medication should not be given at school. However, there may be exceptional circumstances where this is appropriate, for example where a pupil is known to suffer from recurring acute pain

Homeopathic Medicines

Many homeopathic medicines need to be given frequently during the day. This is difficult to manage in school and the school will only agree to parental requests where the pupil is capable of self-administering this type of medication. Parents/carers will be required to complete a school Medical Permission Form.

Herbal Medicines

Many over-the-counter herbal medicines may be contra-indicated if a child is taking prescribed medication. If parents request that herbal medicines are administered on school premises, this should only be agreed to upon receipt of written consent from their G.P.

Refusal to take medication

If pupils refuse to take medication, school staff will not force them to do so unless deemed life threatening. The school will inform the child's parent/carer as soon as possible and seek medical advice as a matter of urgency. If the child's parent/carer is not contactable, advice may be sought from a Community Paediatrician or another suitably qualified practitioner at the Gem Centre (School Nurse Administration Team – (01902) 444161). Parents must always be notified, even when professional advice has been sought.