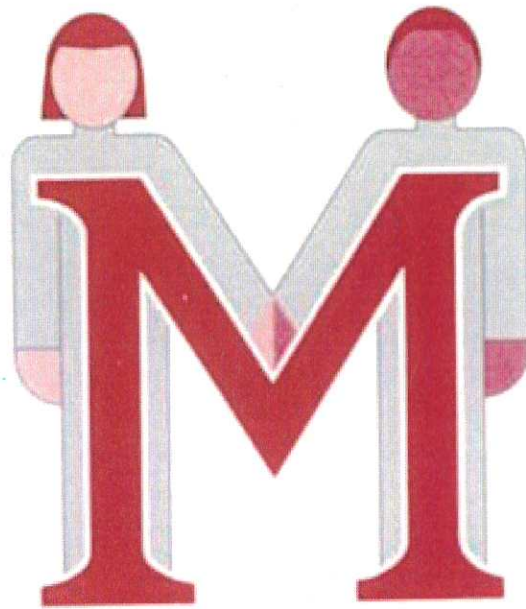


MOULSHAM INFANT SCHOOL



**SUPPORTING PUPILS
WITH MEDICAL
CONDITIONS POLICY**

Moulsham Infant School
Medical Conditions Policy
Supporting Pupils with Special Medical Needs

This policy should be read in conjunction with the following school policy:-

- **SEN Information Report.**

Definition

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

- (a) Short-term affecting their participation in school activities while 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. Contact details for our School Nurse can be found in the school prospectus and on the school website 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 supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. 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.
- 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.

Individual Healthcare Plans (See Appendix A)

Individual healthcare plans will help to ensure that Moulsham Infant School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

Moulsham Infant School will ensure that individual healthcare plans are reviewed on an as needed basis if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Moulsham Infant School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Medication

- Each class has a red box and folder in which is kept copies of Individual Healthcare Plans and inhalers for children with asthma.
- Epi-pens, piriton and any other dangerous medicines are stored in the school office.
- All medication should be clearly marked with the child's name.
- Medication that is required on an adhoc basis should be given to the school office in a measured dose. Parents are requested to phone the school office at the time the medication is required to be given. The school takes no responsibility if the parent fails to phone the school office and the medication is not given.

- It is the parent's responsibility to ensure that any medication kept in school is within date.
- Medication given on a regular basis will be recorded (See Appendix B), stating what, how and how much was administered, when and by whom. Any side effects of the medication will be reported to parents. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.

Policy into Practice

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

Policy Written: May 2017

Approved by Governors: 28.6.17

Review Date: May 2020