



**Kidmore End CE Primary School**

**Supporting Children with Medical Conditions Policy**

**2021-2024**

<b>Owner:</b>	<b>ODST</b>
<b>Type:</b>	<b>Level 3</b>
<b>Type:</b>	<b>Statutory</b>
<b>Ratified by</b>	<b>Curriculum and Standards</b>
<b>Date Ratified:</b>	<b>13<sup>th</sup> December 2021</b>
<b>Date Policy to be reviewed:</b>	<b>Autumn 2 2024</b>

## **1. Equal Opportunities Statement**

The school values diversity in its community and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All governing body policies will operate within and be implemented with regard to this framework.

## **2. Aims of Policy**

To assist pupils with medical needs to achieve their full potential, and to be included in all aspects of school life.

Most pupils will, at some time have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have medical conditions, if not properly managed, which could limit their access to education. These are regarded as having Medical Needs.

Most pupils with medical needs are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

## **3. Parent's Role**

- It is the parent's responsibility to make sure that their child is well enough to attend school. If the child is unwell, the parents should keep the child at home and inform the school by 9.00am each morning.
- Parents must provide sufficient information about their child's medical condition, treatment and/or special care needed at school and let the school know of any changes to the prescription or the support needed.
- Parents must ensure that medication is clearly labelled – on medication itself this should include: name of child, name of medication, dose and frequency.
- It is the responsibility of the parent/guardian to ensure that their child's medication is in date.

## **4. School Responsibility**

The school's designated person for medical needs is the Headteacher. The Headteacher may delegate tasks to other appropriate members of staff.

The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually, (school nurses do epi-pen, asthma, diabetes and epilepsy or can liaise with other professionals for appropriate training).

All staff are expected to use their best endeavours at all times, particularly in emergencies.

The school must make sure that correct procedures are followed; keeping accurate records for each child and each incident and liaise with parents accordingly.

The Headteacher is responsible for the day to day decisions taken about administering medication to children who have medical needs.

The Headteacher will make sure that staff follow the school's documented procedure, following guidance from the education authority, they should be fully covered by their employer's public liability insurance should a parent make a complaint.

An INDIVIDUAL HEALTH CARE PLAN will also help schools to identify the necessary safety measures required to support pupils with medical needs. This will be completed by a school member of staff and school nurse where appropriate.

It is unacceptable practice to exclude children with medical conditions from any part of school life including residential trips.

### **School Staff (Teaching and Non-teaching)**

Teachers who have pupils with medical needs in their class will understand the nature of the condition and when and where the pupil may need extra attention.

Staff will be aware of the likelihood of an emergency arising and what action to take if one occurs.

At different times of the day other staff may be responsible for pupils (i.e.; Lunchtime controllers). It is important that they are provided with training and advice.

If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the Headteacher, who should in turn arrange for the parents to be informed.

## 5. Administering Medication

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following: -

- The pupil's name
- Written instructions provided by doctor on label of medication
- Prescribed dose and frequency as detailed in instructions
- Expiry date

He or she will be aware of possible side effects of the medication and what to do if they occur.

School staff will generally not give any non-prescribed medication to pupils i.e. aspirins, paracetamol. A child should never be given aspirin, unless prescribed by a doctor. If a pupil suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication. The dosage will be in line with the instructions on the package. A member of staff will supervise the pupil taking the medication and notify the parents on the day that painkillers are taken.

No child will be given medication without his/her parent's written consent.

It is good practice to allow pupils with medical needs to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff should supervise them at all times.

If a pupil refuses to take medication, staff will not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services .

Some medicine needs to be refrigerated. Medicines should be clearly marked and can be kept in the refrigerator in the medical room.

Medicines will be stored safely but accessible to those it is prescribed for.

Parents will collect medicines held at school from the office and are responsible for the disposal of date expired medication.

There is no legal duty which requires school staff to administer adhoc medication, this is a voluntary role.

## **6. Hygiene/Infection Control**

All staff will be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

Staff will have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

## **7. Emergency Procedures**

All staff will know the school procedures for calling the emergency services.

All staff will know who is responsible for carrying out emergency procedures in the event of need.

A pupil taken to hospital by ambulance will be accompanied by a member of staff who should remain until the pupil's parents arrives.

Generally, staff will not take pupils to hospital in their own cars. However, in an emergency it may be the best course of action. That member of staff will be accompanied by another adult and have public liability vehicle insurance i.e., for business use.

A copy of any health care plans will accompany the child to A&E.

## **8. School Trips**

It is good practice for schools to encourage all pupils to participate in school trips wherever safety permits.

Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures.

It may be appropriate for an additional supervisor or parent to accompany a particular pupil with medical needs.