



## **Medical Conditions Policy**

### **Supporting Pupils with Special Medical Needs at Chad Vale**

<b>Policy Written by:</b>	Paul Sansom
<b>School adoption date:</b>	September 2015
<b>School's review date:</b>	September 2016

#### **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**

LA's 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 local authority and School Nurse service which encourages self- administration of medication when possible. Contact details for our School Nurse can be found on the school website.

## **Aims**

The school aims to:

- ✓ assist parents in providing medical care for their children;
- ✓ educate staff and children in respect of special medical needs;
- ✓ adopt and implement the LA policy of Medication in Schools;
- ✓ arrange training for 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 supported in order 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 up to 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.
- ✓ That 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.

- ✓ In certain situations (e.g. off-site school trips) parents may be requested to attend in order to administer any special medication, or for example, in the case of diabetic children, to assist with blood sugar testing to help maintain suitable staffing levels.
- ✓ 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.

### **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.

Please see the medical consent forms (held in the school office) for more information.

### **Sharing of Information**

- ✓ Medical needs of pupils can change over time and parents are expected to keep the school informed of any changes in the medical needs of their child.
- ✓ Any changes will be noted on SIMS and the class teacher informed so that any paper records can be updated.
- ✓ Classes moving into a new year group must have a handover meeting led by the previous teacher to outline any specific medical concerns or issues. Class Teachers are responsible for disseminating medical information to their TA's and any supply teachers.
- ✓ Any medical notes are subject to Data Protection and must be held securely. Any displays of medical information must have consent of the parent.
- ✓ Allergy/Medical Cards provided by the school nurse are displayed in the Staff Room. These must be covered whilst the staffroom is being used for parent meetings or public use.

### **Managing Party/Reward/Celebration Sweets**

All foods brought into school must comply with the whole-school no nuts policy. Where children have a more specific allergy or food intolerance, parents will supply a 'treat box' so that children do not feel excluded.

### **Food in lessons**

Parents must be informed by letter before any learning activity involving food takes place. The letter must outline the ingredients to be used and provide an opportunity for alternative ingredients to be provided by parents, should they wish.

Agreed by governors: October 2015