

ROE GREEN INFANT SCHOOL
POLICY FOR SUPPORTING CHILDREN WITH MEDICAL
NEEDS/ADMINISTRATION OF MEDICINES

Definition

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

- (a) Short-term affecting their participation in school activities e.g. when they are on a short course of prescription medication, or have a broken limb.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

LAs 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.

This policy outlines responsibilities and procedures for supporting pupils at Roe Green Infant School who have medical needs.

Parents, Guardians and Carers

- Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents are responsible for providing the headteacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the headteacher, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the school Health Service can often provide additional assistance.
- Must deliver all medicines to the school welfare room.
- Must complete and sign the Parental Agreement Form/Health Care Plan.
- Must keep the Welfare officer, informed of any changes to prescribed medicines or dosage.
- Keep all medicines in date – particularly emergency medication such as epipens, inhalers and insulin.
- Parents' religious and cultural views should always be respected.

The Governing Body

The governing body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Headteacher

The Headteacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When teachers volunteer to give pupils help with their medical needs, the head should agree to their doing this and must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the Headteacher. The Head is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The Head is responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and other School Staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training.

School Welfare Support

- To check details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form/Health Care Plan for the administration of medicines.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure medicines are returned to parent/carer at the end of the school day if required.
- To share information, as appropriate, about a child's medical needs.
- To ensure medicines are returned to parent/carer for disposal.
- To ensure that parents are aware of the school's policy for supporting children with medical needs and administration of medicines.
- To ensure that medicines are stored correctly.

SENDCo

- To ensure that the parent/carer completes a consent form/ health care plan.
- To ensure that the school's policy on administering medicines is implemented.
- To ensure there are members of staff in school suitably trained to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To report regularly to the Head teacher.
- The SENCO and the Welfare Support Assistant work closely together to ensure that the **Medical Register** is kept up to date and information is shared, as appropriate, about a child's medical needs.
- Ensure that class teachers are fully informed of the children's medical needs.

Other Health Professionals

The School will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The Local Health Authority
- The School Health Service

- The School Nurse
- The General Practitioner (with the consent of the child's parents)
- The Community Paediatrician

The Local Authority

- The LA will provide support, advice and guidance, including suitable training for Staff.
- They will work with schools to support children with medical conditions so that they are able to attend full time.

Staff Training

- Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.
- Key members of staff have been trained to test blood sucrose levels and to administer insulin injections or via pumps.
- First aiders and key staff have received training in using an epi-pen & inhalers.
- First aiders regularly attend courses to ensure that their first aid training is kept up to date.

Short Term Medical Needs

At times, it may be necessary for a child to finish a course of prescription medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours.

School staff will not give non-prescribed medication to children except in special cases at the complete discretion of the headteacher or in an emergency. In the case of children suffering regularly from acute pain, such as migraine, the parents will authorise and supply appropriate painkillers together with written instructions about when the child should take the medication. A qualified member of staff will supervise the pupil taking medication, keep a log of all medication taken and notify the parents in writing on the day painkillers are taken.

Long Term Medical Needs

The School needs to have sufficient information of any pupil with long term medical needs. The School will then draw up a written health care plan for such pupils, involving the parents and relevant health professional.

Individual Health Care Plan

Once the school has been informed that a child has a medical need a meeting is arranged between the child's parents and Welfare Support/SENDCo.

A Health Care Plan is put in place, detailing the condition and the emergency procedures to follow, which are shared with key members of staff. Training is also provided for key staff if necessary.

The Health Care plan enables the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are

- Headteacher
- SENDCo
- Parent/Guardian/Carer
- Child (if sufficiently mature)
- Class teacher
- Teaching assistant/Learning Support Assistant
- School staff who have agreed to administer medication or be trained in emergency procedures
- School Health Service, GP or other Health Care Professionals

Administering Medication to Children on Individual Health Care Plans

- No pupil will be given prescribed medication without the parent's written consent. This consent will also give details of the medication to be administered, including
- Name of child, class and date of birth
- Name/type of medication
- Dosage and timings
- Method of administration
- Time and frequency of administration
- Other treatment
- Special Precautions and possible side effects
- Daytime phone number of parent and carer
- Name and Phone number of the child's GP
- Agreed Review date to be initiated by the school's welfare support
- A declaration to be read by the parent that asks them to confirm that the information provided is correct and which gives the school permission to administer medication. This statement also asks parents to inform the school of any changes.
- Parent's Signature, date and their name in Print
- School will provide written consent for agreeing to administer the medication
- Staff will complete and sign a record book each time they give medication to a pupil. In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.
- Staff who have had training will be able to administer medication.

Refusing Medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency and will note this in their records. If necessary, the school will call the emergency services.

School Trips

Staff supervising trips should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the school Health Service or child's GP.

Risk assessments are carried out before any visits and are reviewed by the Educational Visits Coordinator. Letters are sent out to parents for trips, it requests them to update any medical information regarding their child.

A member of staff who is trained in first aid, will accompany all trips and have responsibility for the administration of medication.

Sporting Activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE/Games will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The head will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Strong Medication for Short-Term or Long-Term Use

- Where practical, the parent will be asked to bring in the required dose each day. When the school stores medicine it will be have a pharmacy label with the name of the pupil, the name and dose of the drug and the frequency of the administration.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- Medicines will be kept in a secure place not accessible to pupils.
Medicines are not locked, but kept in class containers in the Welfare room.
- Inhalers and Eczema creams to be kept in class containers in the welfare room.

Disposal of Medicines

Parents must collect prescription medicines held at school at the end of each Year. Parents are responsible for disposal of date- expired medicines.

Hygiene/Infection

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency Procedures

Allocated staff have regular training in First Aid and know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive.

Administration of rectal diazepam in epilepsy and febrile convulsions, anaphylaxis procedures, insulin for diabetes and inhalers for asthma.

The administration of medication for these specific medical conditions requires specific training and procedures for the allocated staff and training must be kept up to date.

Complaints Procedure

Parents have the following rights of redress, should the school, Governors or LA fail in its duty to provide, or if the parent disagrees with a decision or feels that there is discriminatory practice:

- Firstly, please make an appointment to see the school's SENDCO Mrs Jag Sidhu who will do her best to resolve the situation.
- If the nature of your complaint is serious then the SENDCO will discuss your concern with the Head and will arrange an appointment to meet with you.
- If you remain concerned and the matter is unresolved, then please follow the school's complaints procedure found on the school's website.
- Complain to the LA Ombudsman (Schools and Local Authorities) if your complaint is not resolved through the LA's Complaints Procedure.

SignedDesignation.....Date.....

SignedDesignation.....Date.....

Reviewed:		Action:	
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