



Medical Needs Policy

Version: 2
Date: March 2019
Review Date: March 2021

Version: 3
Date: March 2021
Review Date: March 2023

Version: 4
Date: September 2023
Review Date: September 2024



Only our best will do!

**Albrighton Primary School
Medical Conditions Policy
Supporting Pupils with Special Medical Needs**

Definition

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

- (a) Short-term affecting their participation in school activities which 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

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.

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 the Shropshire Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible.

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen, etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Wherever possible, 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the cupboard within the Medical room or can be found stored in the fridge in the staff room if required to be refrigerated. Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date. With a legible prescribed medicine.

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 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: 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. The parent will complete a parental agreement for school to administer prescribed medicine only form.

- All medicines to be sent home in July with a note that if they are to be returned they adhere to the above.
- 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.

- 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.
- Any eyedrops need to be clearly labelled when opened and stored in fridge and discarded after 7 days of opening.
- Piriton is a common antihistamine used in children and can be used in school, however, this will only be if a non drowsy antihistamine has been sought from the GP.

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.

This Medical Needs Policy was updated and approved by the Full Governors.

Signed Adrian Marsh - Chair of Governors

Signed Karen Tearle - Headteacher

Due to be reviewed in September 2024