



Welton Primary School

Supporting children at school with medical conditions

Introduction

The following documentation co-ordinated by the Head Teacher in full consultation with the teaching and support staff and Governing Body of this school forms the policy and guidelines for the Administration of Medicines. For further guidance please refer to the DfE Statutory Guidance 2014. This policy will be reviewed annually and updated whenever necessary.

Aim

It is the aim of this school to support any child who has medical needs or requires on-going medication during the school day or whenever the child is in our care. Children with medical needs have the same rights of admission to school as other children and cannot generally be excluded from school for medical reasons. There is no legal duty that requires a school to administer medicines.

Rationale

The school believes that medicines should normally be given to children at home. Even a medicine to be given three times a day could be administered before school, immediately after school and at bedtime. This view is supported by DFES and The Health Authority.

Parents are requested to bring all other prescribed medication to the attention of the Head Teacher in the first instance. She will then decide on the appropriate course of action and ensure written permission is given. The medical conditions that most commonly cause concern in school are asthma, diabetes, epilepsy and severe reaction (anaphylaxis). The school ensures that appropriate members of staff are given awareness training on a regular basis.

Role of the Head Teacher

The Head Teacher has overall responsibility for implementing the policy and procedures for dealing with medical needs and will make sure that all parents are aware of this policy either at induction meetings or when any child is admitted to the school. Likewise information of this nature will appear each year in the school prospectus.

The Head Teacher will agree with the parent/carer exactly what support the school can provide. The parent and Head Teacher will then complete a written consent form.

The Head Teacher will ensure that appropriate staff receive proper support and training where necessary.

The Head Teacher will ensure that attention is paid to the safe storage, handling, and disposal of medicines.

Role of Teachers and Other School Staff

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. The Head Teacher will arrange for that teacher to meet with the parent /carer or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day other staff may be responsible for these children (e.g. midday supervisors). They too will be informed accordingly.

Role of parent

Parents are a child's main carers. **They are responsible for making sure that their child is well enough in the first place to attend school.**

Where necessary parents will be asked to provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school.

They will then, jointly with the Head Teacher, reach an agreement on the school's role in helping with their child's medical needs. Cultural and religious views will always be respected.

Should such an agreement be made the medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances the child) and must be delivered personally to the school office.

School Staff Giving Medication

Teachers' conditions of employment do not include giving medication or supervising a pupil taking it.

Any member of staff who agrees to accept responsibility for administering on-going /life sustaining prescribed medication to a pupil will have proper training and guidance. The type of training will depend on each individual case.

The member of staff giving medicine to a child should:-

- Check the child's name
- Check prescribed dose
- Check expiry date
- Check any written instructions provide by the prescriber on the label or container
- Complete either the long or short term administration sheet

Short Term Medical Needs

Many children will need to take medication or be given it at some time in their school life. Generally this will be for a short period only e.g. to finish a course of antibiotics or apply a lotion. To facilitate this will minimise the time they need to be off school.

Parents will be encouraged to ask the prescribing doctor or dentists to prescribe dose frequencies that enable it to be taken outside school hours. However, when absolutely essential, parents will be asked to come into school to administrate medication themselves.

The school will only accept medicine that has been prescribed by a doctor, nurse prescriber or pharmacist prescriber, in their original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Any change in a prescription should be supported by new directions on the package of the medication or by a letter from a medical professional. **The school will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.**

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil or any pupil with long term medical needs. The school requests this information when the child is admitted to school or when a pupil develops a condition.

The following information must be recorded:

- Details of the condition
- Special requirements eg. Dietary needs or pre-activity precautions
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school plays

The school will draw up an appropriate health care plan and maintain a medical register of which all staff will be made aware.

Educational Visits and Sporting Activities

Sometimes the school may need to take additional measures for outside visits and or sporting activities. Staff supervising excursions or sports will be made aware of any medical needs and relevant emergency procedures. If there are concerns about whether staff can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their prescribed medicines such as asthma inhalers.

Emergency procedures

All staff in school are made aware that it is the Head Teacher or her deputy who calls emergency services in the event of need. When a pupil is taken to hospital by ambulance, he/she will be accompanied by a member of staff who will remain with that child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents/guardians are unavailable, not the member of staff.

Drawing Up an individual Healthcare Plan

Most pupils at some time have a medical condition that may affect their participation in school activities. For the majority this will be short term. Some may have medical conditions that, if not properly managed, could limit their access to education. In such cases it may be necessary to provide an individual Healthcare Plan which will ensure that school staff have sufficient information to understand and support a child with long term medical needs. These plans will be drawn up in conjunction with the parent and where appropriate the child's other medical carers and they will set out in detail the measures needed to support that child in school.

The plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of prescribed medicine or in dealing with emergencies. Training should be arranged in collaboration with local health services and should be regularly updated.

Welton Primary School will treat the information contained in these plans in confidence and they will use it for no other purpose than to set up a medical register.

Confidentiality

The Head Teacher and staff should always treat medical information confidentially. The Head Teacher should agree with the parent/guardian who else should have access to records and other information about a child. If

information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Long Term Medical Needs/Access to Education

Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if he/she has a physical or mental impairment which has substantial or long term adverse effect on his or her abilities to carry out normal day to day activities.

Welton Primary School will make reasonable adjustments for disabled children, including those with medical needs at different levels of school life, and for the individual disabled child, in their practises, procedures and policies.

The national curriculum inclusion statement 2000 emphasises the importance of providing effective learning opportunities to all pupils by:

- Setting suitable learning challenges
- Responding to pupil needs
- Overcoming potential barriers to learning

If the school encountered difficulties in making adjustments to accommodate children with medical needs, advice may be sought from the local authority.