



We aim to create an exceptional school that harbours confidence, respect and a love of learning and prepares children for the challenges and adventures of life.

**MOUSEHOLE PRIMARY SCHOOL
MEDICAL CONDITIONS POLICY SUPPORTING CHILDREN
WITH SPECIAL MEDICAL NEEDS**

Policy Date: 4th October 2023

Policy Review: Oct 2026(review frequency 3 years)

Signed by SPOTON(Head Teacher)

..... L Hodgson(chair of governors)

Introduction

The Head teachers, Governors and staff of Mousehole Primary School wish to ensure that children with medication needs are not excluded but receive appropriate care and support.

Detailed information and guidance as well as all the forms required are contained in a separate document (Managing Medicines and Supporting Children with Medical Needs in Schools and Early Years Policy Guidance) issued by the Local Authority.

Please note that parents should keep their children at home if acutely unwell or infectious

Definition

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

- Short-term affecting their participation in school activities which they are on a course of medication or need specific care e.g. antibiotics, operations, road accidents and sports injuries resulting in a period of recuperation, mood disorders (including depression) anxiety disorders, obsessive compulsive disorders, eating disorders, self-harming behaviour, ADHD, psychotic disorders, tic disorders (including Tourette's syndrome).
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs) which may require an Individual Health Care Plan e.g. Cystic Fibrosis, Epilepsy and Diabetes, degenerative conditions,

Rationale

Local Authorities and schools have a responsibility for the health and safety of children 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 children with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all children at the school. This may mean making special arrangements for particular children 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 children may need. The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Children 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 children 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 Medicines and Supporting Children with Medical Needs in Schools and Early Years Policy Guidance.

Aims

As a school we are committed to providing pupils with medical needs with as much education as their condition allows, with minimal disruption. Our emphasis is on continuance of the learning process for those pupils with physical or mental health problems

We aim to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the Medicines and Supporting Children with Medical Needs in Schools and Early Years Policy;
- arrange training for volunteer staff to support individual children;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.
- enable children who have short term or chronic long-term medical conditions to take part in normal school activities and lead as normal and happy life as possible.
- ensure that any child with specific\chronic conditions is given the opportunity to go on visits (providing the child's GP gives written consent to support attendance and participation).
- ensure that we practice safe procedures in dealing with administering medicines. Ensuring that no medication is given without the written consent of the parent/carer concerned. Also ensuring that members of staff NEVER give Non-prescribed medicines to a child.
- include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay healthy.
- ensure that there is a designated member of staff responsible for maintaining records relating to children's health needs and known medical conditions including emergency contact numbers and procedures.
- ensure that all staff and volunteers understand their common law duty to act as any reasonably prudent parent would in ensuring that pupils in their care are healthy and safe, referring any concerns to the designated member of staff.
- ensure that staff are aware of this duty extending to times when children are involved in activities that take place off the school site, such as educational visits, school trips and residential visits.
- raise staff awareness of children with known medical problems or conditions and any emergency procedures to safeguard the child's health and safety.
- support and encourage pupils to take responsibility for their own medical needs, taking into account their age and whether they have special needs.
- ensure that parents are aware of the schools policy and procedures regarding the administration of medicines.
- ensure that any child with chronic illness or long term complaints such as asthma, diabetes or epilepsy has their own individual health care plan.

Entitlement

The school accepts all employees have rights in relation to supporting children 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 children with medical needs.

Expectations

It is expected that:

- that **parents** have an understanding of the responsibility placed on the school making it clear that the school is not obligated to provide this service.

- **parents** will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will monitor children as they self administer and 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 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 name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff.
- **children** should not bring in their own medicine. This should be brought into school by the parent.
- that **school staff** 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.
- that **all staff** familiarise themselves with specific symptoms that are associated with such illnesses as Asthma, Epilepsy, Diabetes, Cystic Fibrosis, Sickle Cell Anaemia Disorders and Thalassaemia
- an initial Individual Health Plan should be drawn up during the pre admission meeting, or as soon as school is notified of the child's condition. The designated teacher will draw up subsequent plans on a yearly basis.
- that **all staff** treat pupils' medical information confidentially. The parent\child and head teachers\designated teacher should agree who else should have access to records and other information about pupil.
- that **staff** protects the dignity of the child as far as possible, even in emergencies.
- 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 children. Any staff medicine is the responsibility of the individual concerned and not the school.

Procedures

1. Any request by the parent\carer for the school to administer medicine must be done so in writing. The parent\carer must complete the school's request form.
2. The medicine, together with the completed and signed consent form must be delivered to the main office and given personally to Mr Carter-King (or member of staff in the office).
3. Under no circumstances should staff administer non-prescribed medication.
4. A written record should be kept of the administration of all prescribed medication to pupils and kept together with the instructions, checked and completed by the designated member of staff.
5. All forms must be kept on the school premises.
6. Medicines must be stored safely in the container supplied (pharmacist's original container) and be clearly labelled with the contents, child's name, dosage and any other instructions.
7. The designated member of staff must check name date and dosage with parent\carer.
8. Any medicines must then be stored in the filing cabinet in the welfare office or in the nursery annexe (as appropriate). UNDER NO CIRCUMSTANCES should medicines be kept in First Aid Boxes.

9. Any medicine which has passed its expiry date should be collected from the office by the parents within 5 days or disposed of safely (e.g. by returning it to the local pharmacist) Medicines must not be disposed of in the sink, toilet or bin.
10. For those children who require treatment including invasive medical procedure, only those who are both willing and appropriately trained should administer such treatment.
11. Training in invasive procedures should be conducted by qualified medical personnel under no circumstances must an untrained person attempt to administer an injection.
12. Children with medical conditions will be recorded on the class information form and in the Medical\medicines file.
13. Conditions such as asthma, diabetes, epilepsy, sickle cell anaemia, can from time to time result in an emergency situation requiring immediate medical attention, a Health Care Plan must be drawn up and retained in the pupils medical records so that staff are aware of the correct procedures.

Responsibilities

Head Teachers:

- Should appoint a designated member of staff to co-ordinate action within the school and liaise with other agencies in relation to children's medical conditions
- Should ensure that the designated member of staff receives appropriate training and support.
- Should ensure that procedures are put in place for administering medicines.
- Should ensure that all staff are alert to signs of possible abuse and know whom to report any concerns or suspicions.
- Should make parents aware of the schools medicine and medical procedures policy

Designated Member of Staff in liason with the class teacher and/or SEN lead as appropriate:

- Should, where a child has medical needs follow procedures set out by the policy (see procedures section of policy)
- Should ensure a Health Care Plan is written and updated for any pupil who requires one.
- Should keep all records and medicines secure, separate from the main pupil file, and in locked locations.
- Should ensure that, when pupils leave, their Health Care Plan is transferred to the new school immediately and the school nurse is informed.
- Should ensure that all staff and volunteers receive relevant training.
- Should ensure that relevant staff are informed of any medical needs of children in their immediate care.

Governing Body:

- Should ensure that there is a policy on administration of medicines and medical procedures.

Members of Staff\Volunteers:

- Should not take any action beyond that agreed in the procedures established by the policy.
- MUST NOT administer any non prescribed medicine, nor store any medicines of any type in the classroom.
- Pass on any relevant information regarding any child with medical needs to the teacher responsible for medicines and medical procedures.

