

# Dinting Church of England Voluntary Aided Primary School

## Supporting Pupils with Medical Conditions in School Policy

### Policy Statement

Dinting primary is an inclusive community that welcomes and supports pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school

We will aim to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being once they leave school

### School Ethos

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 so they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Dinting Primary is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long and short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right to 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to their child. The school takes advice and guidance from a range of sources, including the school nurse, Health professional and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

### Our Aims

- To support pupils with medical conditions, so they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical conditions are fully informed and adequately trained by a professional in order to administer support or prescribed medication

- To comply fully with the Equality Act 2010 for pupils who have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Health Care Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

### **Communication of the Medical Conditions Policy**

Parents/carers are able to access the policy via the school's website and a paper copy is available upon request.

School staff are informed and reminded regularly through the staff handbook and staff meetings.

### **Entitlement**

Dinting Primary provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the Headteacher any concern or matter relating to the support of pupils with medical conditions

### **Administration of Medication**

Emergency Medication

- Pupils/staff responsible for pupils with medical conditions will have easy access to their medication

General Medication

- The school understands the importance of medication being taken as prescribed
- All use of medication is done under appropriate supervision of a member of staff.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise pupils taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements. In this situation they are expected to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- Any member of staff may administer medicines for medication where no specific training is necessary, but only with written consent of the pupil's parent/carer
- Parents understand that if their child's medication changes or is discontinued or the dose or administration methods change, that they should notify school immediately. Parents/carers should provide school with any guidance regarding the administration of medicines provided by GP, Clinics or hospitals.
- If a pupil refuse their medication, staff will record this and inform parents/carers as soon as possible
- All staff attending off site visits are aware fo any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an

emergency and any other additional support necessary, including any additional medication or equipment

- If a pupil misuses their medication, either their own or another pupil's, their parent/carers are informed as soon as possible. The school will seek medical advice by ringing A&E if this situation arises.
- All medicines to be administered must be in their original package.
- Before administering staff must check that the medicine belongs to the child, check that the dosage they are giving is correct and that written permission has been given
- All doses administered must be recorded on the parental permission slip

### **Storage of Medication**

- All medicines will be stored safely and securely
- Prescribed medicines will be kept in the school office on top of the red fire box.
- Controlled drugs will be clearly labelled and stored in the locked filling cabinet in the school office
- Medicines needing refrigeration will be stored in the fridge in the school office
- All medicines must be clearly labelled
- Inhalers will be kept in the child's classroom in a clearly labelled drawstring bag and kept in a central location(usually hanging from the whiteboard). This bag must be taken on all outdoor activities
- It is the parent/carers responsibility to ensure new and in date medication comes into school.

### **Safe Disposal of Medication**

- Parents/carers are asked to collect out of date medication
- Any out of date medication not collected is taken to a local pharmacy for safe disposal

### **Record Keeping for Pupils with Medical Conditions**

- Parents/carers are asked to disclose any medical conditions in the enrolment pack
- if the child has a short term medical condition that requires medication during the school day, a medicine form is sent home or available on the school website.
- A file of all children in school with medical conditions is kept centrally in the school office.
- Individual classes have a file with the children in the class who have a long term medical condition.
- Short term medical condition /permission forms are copied and the original placed in the medicines folder in the office and a copy placed in the appropriate class register folder.
- Children with an Individual Healthcare Plan must have this easily accessible in the classroom as well as a copy in the office file and their personal file

### **Emergency Situations**

In a medical emergency all staff are trained in emergency first aid and named staff are trained in paediatric first aid

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address,, parent's names and any known medical conditions

Children must be accompanied to hospital by a member of staff if a parent/carer is unavailable. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Staff/Governor Responsibilities**

Emergency First Aid Training- All staff every 3 years

Paediatric First Aid- Lois Gill every 3 years

Diabetes Training- all staff as required

Epilepsy Training- when child enters school and as required- all staff

Named Governor- Sue Davies

**Review of Policy**

This policy will be reviewed, evaluated and updated every three years or earlier if necessary  
The views of pupils with medical; conditions may be sought and considered central to the evaluation process.

Policy written and evaluated by staff September 2015

Policy Approved October 2015

Policy Approved March 2021 Minute Number 11/21

Signed Chair of Full Governing Body.....

Date.....