# St Margaret Mary’s RC Primary School

**Supporting Pupils with Medical Needs Policy**

**2016-2017**

**Our Mission:**

**We try to follow Jesus in everything we do**.

We help everybody in our school family and we try to let our light shine as the light of Jesus shines.

Everyone at St. Margaret Mary’s is special. We feel happy and safe.

We are encouraged to value ourselves and each other in an atmosphere of

trust, good humour, acceptance and enjoyment.

Saint Margaret Mary’s school is where we come to learn through exciting and fun lessons. We try to always be welcoming and caring to all. We want to do our best, even if we find it difficult.

St Margaret Mary’s RC Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

St Margaret Mary’s RC Primary School aims to provide all pupils with all medical conditions the same opportunities as others at school.

This policy has been developed in line with the Department for Education’s guidance released in September 2014 – “Supporting pupils at school with medical conditions”. Section 100 of the Children and Families Act 2015 places a duty on the Governing Body and Senior Leadership Team at St Margaret Mary’s primary School to make arrangements for supporting pupils at the school with medical conditions. Pupils with medical conditions 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 the place of the parent 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 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. This policy will be reviewed regularly and will be readily accessible for parents/carers and staff through our school website. Ofsted places a clear emphasis on meeting the need of children with SEND and this also includes those with medical conditions. This policy should be read alongside The Health and Safety Policy.

**Introduction**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. This policy outlines responsibilities and procedures for supporting pupils at St Margaret Mary’s RC Primary School.

**Parents and guardians**

• 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 actually 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 the 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. However, ideally, the head should seek parent’s agreement before passing on information about their child’s health to other school staff.

• 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 give pupils help with their medical needs, the head should agree to them 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 the appropriate training (see Health Care Plan)

**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 parent)

• The community paediatrician

**Individual health care plans**

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

• The Headteacher

• The Learning Mentor

• The parent or guardian

• The child (if sufficiently mature)

• Class teacher

• Teaching assistant

• School staff who have agreed to administer medication or be trained in emergency procedures

• The school health service, the child’s GP or other health care professionals

**Administration of Medicines**

We understand that some children may need some type of medication during the day at some time during their school years. This will usually be for a short period only, such as finishing a course of antibiotics or to apply a cream. To allow children to do this can minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child’s health if it were not administered during the day.

**Prescribed Medicines**

At St Margaret Mary’s RC Primary School we will only administer medication that has been prescribed to your child. Medicines should only be taken into school when it is essential. If a child needs medication during the school day but is well enough to attend school then the parent or carers should bring the medication into school at the appropriate time to administer it. If it is impossible for the parent/carer to come into school to administer the medication then they must:

* Complete the medication form which will include the child’s name, name of the medication, the prescribed dosage and when the child will need it. For children who can administer their own medication there is a section on the form for parents to sign. The form can be collected from the main office.
* All medication must then be brought to the main office with the completed medication form, and must be in the original container. Without this staff will not be allowed to administer the medication.

The Head Teacher may ask a designated member of staff to administer the medication.

It is helpful, where appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. We strongly advise parents to ask your G.P about this. Please note that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

The only exceptions to these rules are children with Asthma. Following advice from the school nurses and First Aid trainer children with Asthma must keep an inhaler is school at all times and it is to be kept in an easy accessible place for them. When out on class trips or outside for PE children must take their inhalers with them. Parents must complete an Asthma card, teachers will then keep a class list of children with Asthma and a list will also be kept in the staff room on the medical noticeboard.

**Administering Medicines**

The member of staff giving medicines to a child must check the completed medication form before administering any medication. If children are able to administer their own medication, the designated member of staff must still check the completed medication form and will supervise the child. If the designated member of staff has any other concerns related to administering medication to a particular child, they will discuss it with the Head Teacher. All medication must be kept in a safe area; this will be agreed with the Head Teacher.

**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 parent or guardian as a matter of urgency. If necessary, the school will call the emergency services.

**School trips**

Staff supervising excursions 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 pupil’s on a trip, they will seek medical advice from the school health service or the child’s GP.

**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 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 form staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. Strong medication Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled safely 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. Pupil’s should know where their medication is stored Asthma inhalers are allowed to be carried by pupils Other medicines are kept in a safe, secure place not accessible to pupils

**Disposal of medicines**

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

**Hygiene/infection control**

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 parent or guardian arrives.

**Administration of rectal diazepam in epilepsy and febrile convulsions, and anaphylaxis procedure**

The administration of medication for these conditions requires specific training and procedures.