

# Coates Lane Primary School

## Policy for supporting pupils with medical needs in school.

### Rational

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education.

Coates Lane School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a short or long-term medical condition to attend school or have minimum disruption to their education.

### 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).

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, 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.

## Aims

The school aims to:

- To ensure as little disruption to our pupils education as possible.
- To assist parents in providing medical care for their children;
- To develop staff knowledge and training in all areas necessary for our pupils.
- To liaise as necessary with medical services in support of individual pupils
- To ensure safe storage and administration of agreed medication.
- To monitor and keep appropriate records.

Lancashire Education Authority developed a guidance document in April 2014 to bring up to date and to complement similar guidance produced in March 2002. (A copy of which can be found with this policy). The contents of this document concentrate in the main on medical issues. However Coates Lane School is aware of the requirements of the Disability Discrimination Act 2010 and the new SEN and Disability Code of Practice: 0-25 years (April 2014). We are therefore developing this policy and putting into place the relevant procedures to ensure we are a fully **inclusive** school.

## 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:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will 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 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. Parents will be asked to fill in Permission to Administer Medicine.
- 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.

### **Identification**

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

### **Provision and Organisation**

The school will follow the guidance given by Lancashire Education Authority regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

For children with long term conditions a care plan will be produced in partnership with parents. This will be updated at least annually or more often if required.

The staff will be briefed regarding new care plans and the class teacher and SENCo will keep a copy. There will also be a copy on display in the staff room.

The care plan will include

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines

- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Training regarding specific conditions will be delivered as required. We aim to provide training within the term of a new pupil beginning school but if necessary before they commence their education at Coates Lane. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the schools first aid training, which will continue to be under the guidance of the Health and Safety Policy.

### **Storage of Medication**

***Pupils will not be able to carry any medication. No pupil is allowed to have any non-prescription drugs in school;*** this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Medication will be stored in the medical needs cupboard in the staff room. This has a locked and unlocked compartment. The key is kept with the other keys in school and staff will be aware of where this is. A spare Epipen is stored with the pupil's class teacher. Pupils with a prescription inhaler for asthma should have it in class in the medical box clearly marked with the pupil's name.

All other medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labeled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container. A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labeled.

**Emergency medical supplies will remain stored in the medical room and remain organised under the Health and Safety Policy.**

### **Action in Emergencies**

**This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care.  
(See Health and Safety Policy)**

## **Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body.

The SENCo will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

All staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

## **Monitoring and Evaluation**

This policy will be monitored annually and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents through the website. We will ask parents for annual updates regarding medical information.

Date: September 2017

Signed: \_\_\_\_\_ Sarah White (SENCO)