



Policy for Special Medical Needs and Administering Medicine in School

Last review date February 2024
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Definition

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

- (a) Short-term needs - affecting their participation in school activities which they are on a course of medication.
- (b) Long-term needs - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

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, from September 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:

- assist parents in providing medical care for their children.
- educate staff and children in respect of special medical needs.
- adopt and implement the LA policy of Medication in Schools.
- arrange training for volunteer staff to support individual pupils.
- liaise as necessary with medical services in support of the individual pupil.
- ensure access to full education if possible.
- monitor and keep appropriate records.

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

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.
- ask the pharmacist to supply any medication to be dispensed at school in a separate container. This must contain only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside and the name of the pharmacist should be clearly visible.
- bring any medicine into school and hand in to the school office and complete a written agreement. No medicine will be administered that is brought in by a pupil. Any medications not presented properly will not be accepted by school staff.
- where possible, ask their doctors to arrange dose frequencies which enable the medication to be taken outside school hours - the school does not accept responsibility for administering medication such as antibiotics.
- in the case of long term medical treatment, make the school fully aware of a child's medical condition. If required the school will draw up a written health care plan in conjunction with the parent and other relevant health professionals.
- inform school of any changes to HCPs as required through the year and update them annually.
- ensure that medication held in school is in date.

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.
- store any medicines brought into school for personal use e.g. headache tablets, inhalers 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.
- before dispensing medicine, check:
 - pupil's name
 - written instructions from parent/guardian on the care plan
 - prescribed dose
 - expiry date.

If in any doubt the member of staff will check with the parent.
- keep records of medication given to pupils. This may not always be practical with self administered medicine such as inhalers.
- when supervising trips, check for medical conditions amongst the children taking part and ensure that all medication is available. When organising any trip staff must consult care plans for all children in their care.
- before the commencement of a residential trip, make contact either in writing or in person with the parent of children with medical needs and ensure that adequate quantities of medication are available, that the child's condition is stable and that they are as fully briefed as

possible, and what emergency details are required should the child need to have additional support.

- ensure they take the relevant care plans and the 'green bag' containing all the medication when taking children out of school.

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.
- not administer medication such as pain killers unless it is specified on a care plan.
- encourage pupils to take responsibility for their medical condition. When they are sufficiently mature, pupils should take charge of administering their own medication. This will however require written approval from their parents and where a medication poses a threat to another child it will always be kept under the supervision of a member of staff.
- ensure that staff receive the appropriate training and support to meet the needs of pupils that will fall within their care (eg annual Epipen and asthma training)
- ensure that no pupils will be given any medication without written parental consent.
- not force a child to take medication. The school will contact the parent as soon as is possible.
- consider the needs of all children to ensure they have maximum access to the curriculum. A child's medical condition should be considered against the demands of the curriculum and wherever possible the necessary arrangements should be put in place.
- will remind parents that health care plans must be reviewed annually.

Emergency procedures

In the event that an ambulance needs to be called a member of office staff will:

- * Ring the emergency service.
- * Explain the case in detail e.g. anaphylaxis.
- * Endeavour to make contact with the parent.

If necessary a First Aider will:

- * Accompany the child in the ambulance.
- * Take a copy of all medical details and their medication.
- * Ensure there is a record of all medication given including time and dose.
- * Remain with the child until the parent arrives.

Staff should not take pupils to hospital in their own car. If it is required then the member of staff should be accompanied by another adult and have public liability vehicle insurance.

Emergency Inhaler Procedure

From 1st October 2014 legislation states that it is acceptable for schools to hold emergency inhalers. This is not to replace the children's individual inhalers but to have an inhaler available in case a child is having an attack and their inhaler is lost, broken or out of date.

At Earlsdon Primary School we hold two emergency inhalers, one downstairs and one upstairs. There are also a variety of spacers to ensure all ages are catered for.

The emergency inhalers can only be used for children that are already diagnosed with asthma and their parents have given permission for it to be administered. A permission list is kept with the inhalers and spacers in a green bag.

Once an inhaler has been used it will be sanitised before returning it back to the green bag.

Medical File.

This file contains relevant information on types of medical conditions of children who attend this school.

- Comprehensive list of children with medical conditions
- Severe conditions health care plans
- Mild / Moderate conditions health care plans

Health care plans are reviewed annually unless the child's medical needs have changed throughout the year. Parents may amend the care plan during the year if necessary in response to changes in their child's condition.

In order to make all relevant members of staff aware of the individual needs of the children in our school we:

- Give all teachers a file with copies of health care plans.
- Hold a central file with all health care plans.
- Inform all members of staff in the school of the contents of the central file.
- Display more serious health care plans in the staffroom in order to allow all staff to be familiar with the needs of the children.
- Include any medical needs on the class profile which is given to all adults who come into contact with the children.

First Aid Training

At Earlsdon Primary School we ensure we have a number of members of staff trained in first aid. This includes:

- First aid at work
- Paediatric first aid
- Emergency first aid.

All members of staff that are trained in either first aid at work or paediatric first aid will wear a green first aid lanyard so they can be easily recognised by staff and children.