

# Stanstead Nursery and Primary School

## Supporting Pupils with Medical Needs Policy



We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. Our Safeguarding and PREVENT policies are integral to all other policies and practice and form part of our school life. Our aim is to ensure our children are safe at all times.

Updating: December 2019

## Introduction

Most pupils 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 Stanstead Primary School who have medical needs.

## Parents and Carers

- Parents and Carers are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents and Carers are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher, they should reach an agreement on the school's role in helping their child's medical needs.
- Where Parents and/or Carers have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can provide additional assistance.
- Parents and Carer's religious and cultural views should always be respected.

## The Governing Body

The Governing Body has a duty to ensure that the procedures outlined in this policy are followed and that any necessary training is made available to staff. They should ensure therefore that any pupils with medical needs are able to participate as fully as possible in all aspects of school life.

## The Headteacher

The Headteacher is responsible for implementing this policy in practice and for developing detailed procedures. This includes ensuring that all staff are aware of the policy for 'Supporting Pupils with Medical Conditions' and understand their role in its implementation. When teachers, TAs or other members of staff volunteer to give pupils help with their medical needs, the Headteacher should agree to them doing this, and must ensure that they receive proper support and training where necessary. The Headteacher is also responsible for making sure that parents and carers are aware of the school's policy and procedures for dealing with medical needs. The Headteacher is responsible for arranging cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

### Teachers, TAs and other school staff

Teachers, TAs and other school staff should understand the nature of the condition(s) of pupils with whom they come into contact. They should be aware when an individual may need extra attention. They should also be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication (this is voluntary), they may only do so if they have received appropriate training.

### 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 G.P. (with consent of the child's parents or carers)

### Short Term Medical Needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents and carers will be encouraged to administer medicine outside school hours.

### Administering medication

Particular named staff have agreed to administer medicine to pupils, only if it is prescribed by a doctor, and parents will be required to fill in and sign a permission slip.

A child under 16 years should NEVER be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. Medicines should be provided in their original container as dispensed and include the prescriber's instructions for administration. Medicines no longer required will be returned to parents/carers for their safe disposal.

No pupil will be given medication without the parents/carers prior written consent. This consent will also give details of the medication to be administered including the name, dose, method of administration, time and frequency of administration (see form B). Staff will record each time they give medication and the dosage and whenever possible this will be witnessed by a second adult. If pupils take their medication themselves, staff will supervise this. Written parental consent is necessary for this.

### Long Term Medical Needs

The School needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents/carers and all relevant health professionals.

### 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 are:

- the Headteacher
- the parent/carer
- the child (if sufficiently mature)
- class teacher
- TA
- School staff who have agreed to administer medication or to be trained in emergency procedures
- The school health service, the child's G.P. or other health care professionals.

### Refusing medication

If a child refuses to take their medication, the school staff will not force them to do so. The school will inform the child's parents/carers as a matter of urgency. If necessary, the school will call the emergency services.

### School trips/visits

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 pupils on a trip, they will seek medical advice from the School's Health Service or the child's G.P.

### 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 P.E. 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 and other adults should be aware of relevant medical conditions and emergency procedures.

### Confidentiality

The School will treat medical information confidentially. The Headteacher will agree with the parents/carers who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance.

### Storing medication

All medicines in school should be labelled with the name of the pupil, the name of the drug and the frequency of administration. Pupils should know where their medication is stored. All medicines are to be stored appropriately, ie. In a fridge, secure cabinet.

### Disposal of medicines

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

### Hygiene

All staff should follow basic hygiene procedures. Where appropriate staff should use protective disposable gloves and take particular care when dealing with blood and other body fluids and disposing of dressings or equipment.

### Emergency Procedures

All appropriate staff should have regular First Aid training and ensure good access to calling the emergency services. Any pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents/carers arrive.