



Westminster Primary School

Nurturing Minds...
Inspiring Excellence

Medical Policy

July 2023



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Medical Conditions Policy
Supporting Pupils with Special Medical Needs

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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)

Rationale

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. 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
- ensure access to full education if possible;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- 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.

Allergies or Medical conditions

If a pupil has been diagnosed with an allergy or medical condition parents are asked to notify the school with a doctor's letter (if applicable). They need to complete a medical needs form which is kept securely in the school office. (See medical needs form). The SENDCo is informed of the medical needs and school records are updated accordingly. The school ensures that an allergy badge is worn during lunchtimes, the school kitchen and class teacher are fully aware of the needs of our pupils. Parents are regularly reminded about sending in items containing nuts during lunchtimes, this is through our newsletters/text message service.

Expectations

It is expected that:

1. 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.
2. 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. 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 and the correct form should be completed and signed by the parent.
3. That the SENDCo/Inclusion Leader will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that each request will be considered separately.
4. The school will liaise with the School Health Services 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 i.e. school will administer medicine where it would be detrimental to the child's health or education not to.
5. Any medicines brought into school by the staff e.g. 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.

Storage of medication

- All medication is kept in the pupil's classroom, school office or in the refrigerator(s) in the staffroom(s).
- All medication to be marked with the child's name.
- Medication to be kept in the original packet.
- Staff medication to be kept in lockers or handbags that are securely locked away.

School Visits

- Staff taking pupils on day visits will be aware of children's medical needs.
- Staff taking pupils on residential visits - parents will be asked to provide written medical instructions
- As a matter of principle all pupils will be included in every educational activity we normally undertake, unless medical advice specifically precludes it.

Staff Training and Support

Any member of school staff providing support to a pupil with medical needs will have received suitable training. This will have been identified during the development or review of individual pupil's school management plans. Where staff already have some knowledge of the specific support needed by a child with a medical condition, extensive training may not be required. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The school may choose to arrange the training themselves and will ensure this remains up-to-date. (See 'Asthma Policy' and 'Allergy & Anaphylaxis' policy).

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual pupil's school management plans. This will include an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Training for staff

Staff have had training on the following:

Asthma (all staff)

Anaphylaxis (all staff)

Manual Handling (all staff)

Restraint training (SLT & named staff members)

Administering Buccolam (named staff members)

Short stature training

Downs Syndrome training

Training for staff members is ongoing, depending on the needs of our pupils with specific/new medical conditions e.g. nasogastric tube, catheter training.

Record Keeping

The class teacher administering medication will keep written records of all medicines given, and sign to confirm the details. Parent/carers will be informed if their child has been unwell at school, either by a phone call or by the teacher at the end of the school day. Parents will also be notified if any medication (i.e. an inhaler) has been administered during the school day.

Emergency Procedures

Where a child has an individual pupil school management plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Where appropriate, other pupils in school will be briefed on what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance.

Day Trips, Residential Visits and Sporting Activities

Pupils with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities, so that their condition does not prevent them from doing so. Teachers will be aware of how a child's medical condition will impact on their participation, but be flexible enough to enable all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

School staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The lead member of staff will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This may require consultation with parents/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable Practice

School staff will use their discretion and judge each case on its merits with reference to each child's individual pupil school management plan. It is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication.
- Where a child is able, to prevent them administering their medication; themselves under adult supervision and in line with safety;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion.
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual pupil school management plans
- If the child becomes ill, send them to the school office accompanied with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Liability and Indemnity

The school's insurance arrangements cover staff providing support to pupils with medical conditions. Insurance policies will provide liability cover relating to the administration of medication, and for particular health care procedures. e.g. tracheostomy care and suction, gastrostomy and nasogastric feeding. Any requirements of the insurance, such as the need for staff to be trained, will be made clear and complied with.

It is noted that in the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Complaints

The procedure for making a complaint is set out in the School Complaints Procedure available to parent/carers/pupils on the school website. School hope that should parents/carers or pupils be dissatisfied with the support provided, they will discuss their concerns directly with school first. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Ultimately, parent/carers (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Policy by Y.Patel (SENDCo)