

ALL SAINTS' CEVCP SCHOOL

MANAGING THE MEDICAL CONDITIONS OF PUPILS

Inspire Challenge Succeed



Adopted at the Governing Body Meeting on

Signed:

In drawing up this policy, guidance has been taken from Suffolk guidelines, DFES Best Practice Guidance 'Managing medicines in Schools and Early Years settings' and Statutory Guidance on Supporting Pupils With Medical Conditions (April 2014)

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**).

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. The school takes advice and guidance from the Suffolk County Council Medicines in Schools Handbook. Contact details for our School Nurse can be obtained from school.

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 (Care Plans);
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Emergency First Aid

The majority of staff at All Saints' are trained in this and a number of staff have Paediatric First Aid training. When a child has received first aid, all details are recorded in the central First Aid book, with details of the injury, treatment given and by whom.

Bumped head letters are completed if a child has suffered a bump or injury to their head or face. These letters are placed in the child's book bag.

Class teachers will liaise with parents by telephone if the child has suffered an injury which may need further attention at the hospital or doctors or if the head injury is a cause for concern.

Short Term Medical Needs

Most pupils will at some time have a condition requiring medication. For many the condition will be short term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may still be required for a short period.

With regard to sickness and/or diarrhoea – a child must not return to school until 48 hours have passed since the last bout. If a child is sick or suffers from diarrhoea during the school day a parent will be called and the child must be collected as soon as possible.

The Administration of Prescribed Medicines

Under the terms of the School Teachers' Pay and Conditions document teachers have neither a legal nor a contractual duty to administer medicines. Support staff, unless specifically trained, do not have a legal or contractual duty either.

In accordance with national guidelines to administer medicines staff need to have received appropriate training with regard to the storage of medication, the administering of medication, details of any possible side effects and how the side effects should be dealt with. Staff cannot accept responsibility for administering medicines.

In line with this guidance prescribed short term medicines will not be administered in school but should be taken in the morning, after school and at bedtime.

If a parent is concerned about the timings of a '3 or 4 dosage' prescription we suggest that parents query the recommended timings with the practitioner who prescribes the medication i.e. your GP or pharmacist.

If a medicine does need to be taken in the middle of the school day, parents will be asked to visit at the start of lunch break to administer the medication themselves (after reporting to the school office).

Long Term Medical Needs

Where children have long term medical needs e.g. asthma, epilepsy, diabetes, ADHD or severe allergic reaction, we will do everything we can to enable them to attend school regularly. Parents must liaise with their GP, consultant and school nurse to ensure that there is an up-to-date care plan in place which details the medical condition, medication required and the dosage required and when.

This medication must be in its original packaging with the dispensing label attached detailing who the medication is for, the dosage and the expiry date. If applicable a measuring spoon or syringe should also be supplied.

It is the responsibility of the school to ensure that all staff access training from the School Nurse for the administering of specific medications i.e. epi-pen/ buccal midazolam

It is the responsibility of the parent to ensure that their child's medication is in date and replace it once the expiry date has been reached. Staff will not administer medication which has exceeded the expiry date.

All inhalers will be kept in an accessible place in each child's class for easy access and self medication.

All medication will be stored in individually labelled boxes in the first aid cupboard in the staff room.

It is the responsibility of the class teacher to ensure that each child in their class who has a medical need has their photograph displayed on the Medical Needs board in the staff room along with a summary of their condition.

Non Prescription Medicines

Non-prescription medicines (e.g. Calpol) should not be sent into school. If a non prescription medicine does need to be taken in the middle of the day the parents will be required to visit, perhaps at the start of lunch break to administer the medication themselves.