



Alexandra Primary School

Supporting Pupils with Medical Conditions Policy

Governor Responsible	Curriculum & Standards Committee
Status	Statutory
Last reviewed	November 2014

This policy should be read in conjunction with the following school policy documents:

- SEN Policy
- Health & Safety Policy
- Inclusion
- Accessibility Plan

Aims

Alexandra Primary school is committed to inclusive education and will not preclude or discriminate against children with medical needs, but will expect parents and all involved health professionals to work in a collegiate manner to ensure appropriate information, training and support is given to the school and pupil/parents.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

A named member of school staff responsible for this medical conditions policy and its implementation is:

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many, this will be shortterm, perhaps finishing a course of medication. Some pupils may have a medical condition that requires careful management within school, covered under the SEN Code of Practice or the Disability Act.

Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

Responsibilities for Pupils with Medical Needs

Parents or guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents should provide the school with detailed information in conjunction with their child's GP, paediatrician or other healthcare professional as appropriate.

The school doctor or nurse and specialist bodies may also be able to provide additional background information for school staff.

There is no legal duty, which requires school staff to administer medication; this is a voluntary role. The staff who provide support for pupils with medical needs, or who volunteer to administer medication, will receive support from the head and parents, access to information and training and reassurance about their legal liability.

Medical Care in School

If a child is unwell at school, the school will make every effort to contact the parents/guardians. It is very important that parents supply the school with up to date home/work telephone numbers or other contact numbers. Until the school has contacted the child's parents, the school will take any action required in the interests of the child.

Parents will be informed that although the school will always care for children who become ill at school, children on short courses of medicines, such as antibiotics, requiring regular administration during the day should not be sent to school or the timing of the medication should ensure that the school need only administer once during the school day.

Parents should be aware that the school does not have the facility to care for pupils who are sent to school unwell. This policy refers only to children who require medication or medical care during the school day, but who are able to attend and participate in school life.

Procedure for Parents of children requiring administration of medicine during the school day

If children do need to bring prescribed medicines to school, the medicine should be supplied in measured doses, clearly labelled with the child's name and written directions for use attached including name of medication, dose, method of administration, time and frequency of administration, other treatment and details of any side effects. Also a Request for School to Administer Medication Form needs to be completed by the parent or guardian (appendix 1 P3).

In some cases it may be appropriate for a pupil to self medicate or carry their own emergency medication e.g. epilepsy, diabetes, asthma, anaphylactic shock. If this is the case, parents should complete a Request for Pupil to Carry Their Own Medication Form.

Accidents in school

Many of the school staff are trained 'emergency first aiders' and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, the school will contact parents as soon as possible. The school will always inform parents, on a standard form, if their child suffers a knock on the head, even if there are no apparent physical symptoms.

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a first aid certificate. Currently trained and certificated staff are listed in the Office/Medical Room area.

If the accident is of a more serious nature, the office staff should be informed. A decision will be taken by a senior member of staff whether or not an ambulance should be called. Parents should be contacted as soon as possible. If the accident is less serious but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with an appropriately insured car, accompanied by another member of staff, may volunteer to take the casualty to the

accident and emergency centre. If no such transport is available, then an ambulance should be called. The member of staff who was first on the scene must complete an accident report form (from the office) and submit to the Headteacher for signature.

Storage of Medicines in School

All medicines will be stored in a locked, secure medicine cabinet that will be kept locked at all times. Children will not be present whilst this cabinet is accessed.

Administration of Medicines

Completed Parental Request Forms will be stored in the medicine cabinet and referred to when administration of the medicine takes place.

Administration of the medicine will take place in the Medical Room or other designated appropriate area.

The member of staff who administers the medicine will keep a daily log of all administered medicines. This log (see Appendix 1) will be kept in the medicine cabinet.

Staff Awareness of Pupils with Medical Conditions and/or Care Needs

All pupils with a notified medical need requiring longerterm medication or a medical condition that could potentially require emergency treatment or special treatment will be brought to the attention of all appropriate staff. This may include display of a photograph of the pupil with brief details. Due consideration will be given to issues of confidentiality.

Any pupil requiring specific care will have a Personal Care Plan, detailing both pupil medical condition/needs and a list of volunteer staff who will respond to identified needs/conditions. Where this may involve a life threatening condition parents will be asked to sign a disclaimer (in liaison with Health Authority Personnel). All relevant staff (may include all staff) will receive appropriate training from appropriate health care professionals before the pupil is admitted/returns to school. A copy of the Care Plan will be given to all involved staff – this may include all staff. (appendix 1)

Special Facilities

This school has a room designated as a Medical Room and an adapted toilet and care suite for the use of staff and pupils.