



SUPPORTING CHILDREN WITH MEDICAL & PHYSICAL CONDITIONS & ADMINISTRATION OF MEDICINES POLICY

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| Approved On: | 12 th July 2022 |
| Staff: | Headteacher |
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| Level of Approval: | Delegated to the Headteacher |
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Headteacher: Mrs Kate Collins



Sandfield Primary School aims to support any child with medical needs so that they have full access to education, including school trips and physical education.

In making decisions about the support provided we will consider advice from healthcare professionals and listen to and value the views of parents and pupils.

This policy outlines responsibilities and procedures for supporting pupils who have medical needs, and is based upon the Surrey County Council manual "Supporting Children and Young People with Medical Conditions" https://www.surreycc.gov.uk/_data/assets/pdf_file/0003/77097/Supporting-Children-and-Young-People-with-Medical-Conditions.pdf

Local arrangements for administering medication will follow the detailed guidance contained within.

Roles and Responsibilities

The Governing Body will ensure that this policy is developed and that appropriate insurance is in place.

The Headteacher has overall responsibility for implementing the policy and procedures for dealing with medical needs, and ensuring that parents have access to the policy via the school website or by requesting a copy from the school office.

The Headteacher is responsible for ensuring that whenever the school is notified that a pupil has a medical need:

- All relevant staff are made aware of the pupil's medical/physical needs and their requirements, so that every pupil has access to a full education, school trips and physical education
- Sufficient staff are suitably trained
- Resources and changes to the building are made to fully support the pupil
- Cover arrangements are made in the event of staff absence or turn over to ensure that an appropriate level of support is in place for any pupils requiring specific support
- Health Care Plans are developed where appropriate, in conjunction with parents, health and social care professionals, the pupil and relevant school staff
- Health Care Plans are monitored at least annually
- Transitional arrangements between schools are carried out.

School staff (including teaching and administrative staff) are responsible for:

- Making relevant staff, including supply staff, aware of the pupil's needs
- Conducting risk assessments for school visits and other school activities outside of the normal timetable
- Providing support for pupils with medical needs
- Participating in sufficient and suitable training to achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical needs
- Knowing what to do and responding accordingly when they become aware that a pupil with medical needs requires support.

Parents/carers are responsible for:

- Ensuring that their child is well enough to attend school
- Providing the school with sufficient and up to date information about their child's medical needs
- Participating in consultation and review regarding a Health Care Plan if required
- Carrying out any actions they have agreed to implement the Health Care Plan
- Adhering to Local Authority guidance contained in the leaflet attached as Appendix 1.

Pupils, where reasonable and appropriate, may be expected to be responsible for:

- Managing their own medicines and procedures
- Carrying their own medicines or devices or be able to access them for self-medication quickly and easily
- Being involved in discussions about their medical needs, contributing and complying with the Health Care Plan.

Staff Training and Support

Staff cannot legally be required to administer medication or supervise a pupil taking it. This is a voluntary role unless administering medicines is included in the contractual duties of the position. Staff nevertheless have a duty to act as any reasonably careful parent would to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

Any member of school staff providing support to a pupil with medical needs will receive suitable training so that they are confident and competent in fulfilling the requirements. Staff will not give prescription medicines or undertake healthcare procedures without appropriate training but in some cases written instructions from the parent/ carer may be considered sufficient.

Managing Medicines

Administration of medicines will be managed in accordance with the detailed guidance contained within the Surrey County Council manual "Young People's Health and the Administration of Medicines: Children, Schools and Families – Guidance", and the following principles will be adhered to:

- Medicines should only be administered in school when it would be detrimental to the pupil's health or school attendance not to do so
- No pupil will be given medication without their parents/carers written consent
- Where possible, the school will request that medicines are administered by parents/carers outside school hours in order to minimise disruption to teaching and learning time
- The school will not administer non-prescribed medicines unless they form part of a Health Care Plan
- The school will only accept prescribed medicines presented by parents/carers that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- Pupils may be allowed to take responsibility for self-administration of medicines (most commonly inhalers for asthmatic conditions) with written consent from parents/carers
- When staff administer medicine they will sign a record of what was given, the dose, by whom and the time
- Staff administering medicines must be familiar with the identity of the pupil receiving the medicine, and if the pupil is not known identification must be confirmed by another member of staff or by reference to a photograph
- All medicines will be stored safely
- Controlled drugs will be securely stored in a non-portable container and only named staff will have access
- If a pupil refuses to take their medicine, or carry out a necessary procedure, they will not be forced to do so, but this will be recorded and parents/carers will be informed of the refusal as soon as possible on the same day
- When no longer required medicines will be returned to parents/carers for safe disposal

Emergency Procedures

Health Care Plans will clearly define what constitutes an emergency for the named pupil and what action to take. Other pupils will be taught to inform a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, and it is not possible for a parent/carers to accompany them, a member of staff will attend with the child and remain at the hospital with them until a parent/carers arrives. The member of staff accompanying the pupil cannot give consent for any medical treatment as they do not have parental responsibility.

Complaints Procedure

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaint procedure.

Annex A: Model process for developing individual healthcare plans

1. Diagnosis must be made by Health Professional
2. Parent informs school. Letter to support diagnosis to be scanned and filed in electronic pupil file. If life threatening, a Health Care Plan is complete by the parent
3. Parent arranges an appointment to meet with the class teacher (and/or kitchen if applicable if there is dietary needs that the parent wants to discuss directly)
4. Health Care Plan must be signed by teacher and parent
5. Training needs for staff identified with CPD Lead and Headteacher (if applicable)
6. Signed copy of HCP is saved in SIMS
7. Signed copy of Health CP is sent to all staff via CPOMS
8. Parents are solely responsible for updating any details and updates on the plan and for keeping medicines in school in date.