



Medical Conditions Policy

South Wootton Infant School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Headteacher

The headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special education needs co-ordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up-to-date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which student in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils have their medication on school visits and during exercise.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs co-ordinator if a student is falling behind with their work because of their condition.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs co-ordinator

SENCo at this school has a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in coursework.

Specialist healthcare professionals

Specialist healthcare professionals caring for pupils, who attend this school, have a responsibility to:

- Ensure the child knows how to take their medication effectively.
- Ensure children have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children with medical conditions (with the consent of the pupil and their parents).

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents (any person or body with parental responsibility)

The parents of a pupil at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.

- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Prescribed Medicines

Medicines should only be taken to school/settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.

We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

Schools should never accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act. Some may be prescribed as medicine for use by children, e.g. methylphenidate (brand name Ritalin).

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions and this guidance document.

It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. We keep controlled drugs in a locked non-portable container and only named staff have access. A record is kept for audit and safety purposes.

A controlled drug, as with all medicines, is returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Non-Prescription Medicines

Staff will not give a non-prescribed medicine to a child.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short-Term Medical Needs

Many children will need to take medicines four times a day at some time during their time in a school/setting. This will usually be for a short period only, e.g. to finish a course of antibiotics. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school/setting where it would be detrimental to a child's health if it were not administered during the day.

- **There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. While teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.**

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long term medical needs. Schools/settings need to know about any particular needs before a child is admitted, or when a child first develops a medical need.

For children who attend hospital appointments regularly special arrangements may also be necessary.

This can include:

- details of a child's condition
- special requirements, e.g. dietary needs, pre-activity precautions and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of any emergency
- who to contact in an emergency
- the role the staff can play

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check: the child's name; prescribed dose; expiry date; written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

Schools should also arrange for staff to complete and sign [the School's medical records form \(Appendix 1\)](#) each time they give medicine to a child.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

If children can take their medicines themselves, staff may only need to supervise.

A parental consent form should be used in these circumstances.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely and supervise self-medication if it has been agreed appropriate.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and parents/carers should be informed of the refusal on the same day.

Record Keeping

Parents should tell the school/setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

In all cases it is necessary to check that written details include: name of child; name of medicine; dose; method of administration; time/frequency of administration; any side effects; expiry date.

Parents will be given [a medical form \(Appendix 2\)](#) to record details of medicines in a standard format. This form confirms, with the parents, that a member of staff will administer medicine to their child.

We will keep records of medicines given to pupils, and the staff involved.

Records offer protection to staff and proof that they have followed agreed guidelines.

Educational Visits

We encourage children with medical needs to participate in safely managed visits.

We consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits.

This includes reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits will always be aware of any medical needs and relevant emergency procedures. Copies of health care plans will be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit they seek parental views and medical advice from the school health service or the child's GP. See also [Education Visits and Journeys Guidance on young people with special educational needs](#).

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There is sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE are to be recorded in their individual health care plan. All adults are made aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Covid-19

Special procedures are in place to protect children with medical conditions from exposure to Covid-19 where possible. Work will be sent home if a child has to isolate/ be shielded due to ongoing medical conditions.

Policy written by: J Davenport in consultation with staff

Date approved by Governing Body: 25/09/2020

Signed: J Cook

Chair of Governors

Signed: J K Davenport

Headteacher

Review Date: Autumn Term 2021