

# Dawlish Federation of Special Schools

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## SUPPORTING CHILDREN WITH MEDICAL NEEDS

**This Policy should be read in conjunction with the Medications Policy and Supporting Pupils at School 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).

### **Rationale**

LAs and 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, 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, Care staff and all 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 The Handling of Medicines in Social Care Settings and the Medicines in Schools Handbook

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

## **Expectations**

It is expected that:

- Medication will only be administered by a member of staff or self administered by the pupil on receipt of written permission from the parents/carers.
- 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 unless otherwise directed from GP or consultant. This will be clear from the prescription in place. The name of the pharmacist should be visible.
- 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 or through the Boots Monitored Dosage System. All medication will be audited on arrival in school. The Medications Coordinator will do frequent spot checks to audit all medication on site to include the homely remedies.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service 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.
- Any medicines brought into school by the staff e.g. headache 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.
- Where parents give their consent or if a child is competent at taking their own medication after consultation with the GP, they will be encouraged to co-operate in training to self-administer medication if this is practicable and that members of staff will continue be involved in order to ensure correct dosage and to support the completion of the stock control records.

## **Governance**

Governors will review the Policy annually and will seek any advice from relevant health care professionals if required. The Medications Coordinator will have overall responsibility for Policy implementation. The Principal will ensure that sufficient staff are suitably trained being aware that key holders will be kept to a minimum (maximum of 6 people). This will ensure that someone is always available on site during a 24 hour period. At night time Residential staff will act as the responsible person for administering homely remedies. All

relevant staff will be made aware of the child's condition during the morning briefing and e-mail correspondence this will include information for supply teachers. For all activities beyond the school risk assessments will be completed and will include information surrounding medical conditions and appropriate treatment.

Health Care Plans will be implemented by the School Nurse and monitored during their visit. All Health Care Plans will contain the relevant information for each individual child.

Where specific diagnosis have been provided additional training will be sought for staff around the child's individual medical needs. Where a child moves between school all the information will be passed in a confidential manner face to face.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. This will be in line with the schools medications policy.