



Gomersal Primary School Medical Needs Policy

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Gomersal Primary School is an inclusive community that aims to support and welcome pupils with medical conditions or needs. At Gomersal Primary School we provide all children with medical conditions or needs the same opportunities as others, as far as reasonably practicable. The Children and Families Act 2014, Section 100, places a duty on schools to support children with medical conditions so that they have full access to education. Where children have a disability, the requirements of the Equality Act 2010 will also apply. Schools are also issued with guidelines from Kirklees Children and Young people service regarding the supporting of pupils with medical needs and the administering of medicines in schools. This policy outlines responsibilities and procedures for supporting pupils at Gomersal Primary School who have medical needs.

It is important to share with you the relevant parts of this policy in order for the situation to be understood by all parties. When a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

Parents and Guardians

Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.

Parents are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care needed at school. They should work with the school in order to reach an agreement on the school's role in helping with their child's medical needs.

Parents' religious and cultural views should always be respected.

The Governing Body

The Governing Body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

Headteacher

When staff volunteer to give pupils help with their medical needs, the head should agree to their doing this, and must ensure that staff receive proper support and training where necessary. The Headteacher is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs by publishing it on the school website. School leaders are



responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and Other School Staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer prescribed medication, they may only do so if they have had appropriate training.

Other Health Professionals

The school will receive support and advice, with the consent of the child's parents, as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- the local health authority
- the school nurse
- the general practitioner
- the community paediatrician

Short Term Medical Needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. School staff will not give non-prescribed medication to children. In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and supply appropriate prescribed painkillers. A member of staff will supervise the pupil taking the medication and keep a log of all medication taken. This applies to painkillers prescribed for 4 times a day and can be administered between 11.45pm and 12noon.

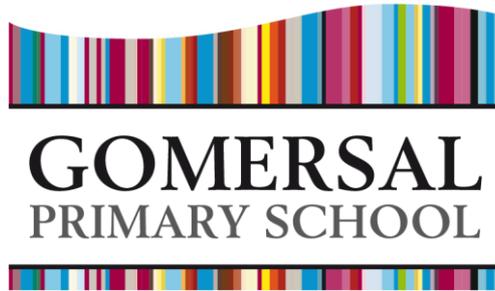
Long Term Medical Needs

Should your child need regular medicine to alleviate a specific condition such as epilepsy or diabetes then we will endeavour to meet their requirements and will meet with yourselves, and a medical practitioner when necessary, in order to draw up an Individual Health Care Plan appropriate to the individual child and ensure relevant staff are trained in administering more complex medicines. A Healthcare Plan will be written for such pupils, involving the parents, relevant health professionals and school. It is imperative that we have correct and up to date information regarding your child's medical condition.

Individual Health Care Plans

Healthcare Plans are used by this school to:

- enable the school to identify the level of support that is needed.



- inform the appropriate staff about the individual needs of a child with a medical condition in their care
- remind children with medical conditions or needs to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for children with medical conditions or needs that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at this school is within the expiry date
- ensure local emergency services have a timely and accurate summary of a child's current medical management and healthcare in the event of an emergency
- remind parents of children with medical conditions or needs to ensure that any medication kept at the school for their child is within its expiry dates. This includes spare medication.

Every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year. The SENCo has responsibility for overseeing that Health care plans are updated by parents/healthcare professionals. Those who may need to contribute to the health care plan are: the headteacher, the SENCo, the parent or guardian, the child (if sufficiently mature), class teacher, school staff who have agreed to administer medication or be trained in emergency procedures, the child's GP or other health care professionals. Healthcare Plans are kept in central locations within school (Main Office). The school office staff are responsible for ensuring copies of the Healthcare plan are issued to the relevant parties. Class Teachers securely hold copies of children's Healthcare Plans. All members of staff, including supply teachers, who work with groups of children, have access to the Healthcare Plans of children in their care.

Administering Medication

In line with the DfE guidance: 'There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.' At Gomersal Primary School we work alongside families to keep children in school where possible. There are members of staff who have specifically agreed to administer medication. All staff have been informed that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering emergency medication.

The arrangements for the administering of prescribed medicines are as follows:

- Only prescribed medication will be administered to children in order for them to attend school and still continue their course of treatment.
- If the dosage is for 3 times a day school will not be involved as all the doses can be administered at home.
- Should the dosage be for 4 times a day the medicine will be given once at lunchtime between 11.45am and 12noon.



- Medicines need to be clearly labelled (with the prescription label) and handed into the main office.

Should a medicine require refrigeration, the medicine must be clearly labelled and kept in the separate fridge. The medicine must not be removed from the original container and be clearly marked with the correct child's details.

Staff will complete and sign a Medical log each time they give medication to a pupil. In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.

No pupil will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including name of medication, dose, method of administration, time and frequency of administration, other treatment and any side effects. Consent Forms are also available at the office and via the 'Office Online' section of the website.

If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.

Refusing Medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

School Trips

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the child's Healthcare Plan. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek advice from Kirklees.

Residential Visits

Parents are sent a medical form prior to any residential which is to be completed and returned to the school in good time. This form requests details about the child's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the child manage their condition while they are away. This includes information about medication not normally administered by the school.

Sporting Activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during



exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Strong medication

Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration.

Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.

Pupils should know where their medication is stored.

Other medicines are kept in a secure place not accessible to pupils.

Disposal of Medicines

Parents must collect medicines held at school at the end of each school year. Parents are responsible for disposal of date-expired medicines.

Hygiene/Infection Control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

First Aid

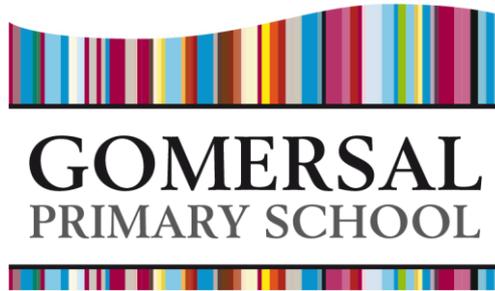
All staff have a duty of care and are expected to deal with minor injuries of any child in school. All injuries should be recorded in the medical book.

First aid trained staff will deal with more serious injuries. If a child has a bump on the head then a letter explaining this will be sent home. First Aiders are responsible for:

- Giving immediate help to casualties with common injuries or illnesses;
- Where necessary, ensuring that an ambulance or other professional medical help is called.

First Aiders must complete a training course approved by the HSE. Refresher training is required every three years.

Emergency procedures



All Staff feel confident in knowing what to do in an emergency. This includes: how to contact emergency services and what information to give and who to contact within the school.

Allocated staff have specific training in administering First Aid. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive. Should an emergency occur, a copy of the child's medical history (from the school's records) is sent with the member of staff accompanying the emergency medical team.

Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure

The administration of medication for these medical conditions requires specific training and procedures. At Gomersal Primary, Epi-Pen and epilepsy training is given to key members of staff and refreshed annually.

Policy Review

This policy is reviewed every three years, or more frequently if necessary.

Chair of Governors Mrs Lisa Leighton

Headteacher Ms Melanie Cox

Special Educational Needs Co-ordinator (SENCo) Mr Gary Norris

Date: 29th March 2017

Review date: March 2020