

Theale Green School Policy Document

Supporting Students with Medical Needs

Introduction

Most students 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 a medical condition that, if not properly managed, could limit their access to education. Such students are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines responsibilities and procedures for supporting students at Theale Green who have medical needs.

Parents and carers responsibilities

- Parents/Carers 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/Carers have a responsibility to ensure that the contact numbers on the school system are up to date.
- Parents/Carers have a responsibility to ensure there is more than one contact number for use in emergencies.
- If a child is unwell it is the parent/carers responsibility to ensure their son /daughter can go home in a timely manner.
- Parents/carers are responsible for providing the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. It is essential that they ensure the appropriate medication is available for their son/daughter to take in school.
- With the Headteacher, they should reach agreement on the school's role in helping their child with their medical needs.
- Where parents/carers have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can provide additional assistance. However, ideally the Headteacher should seek parents'/carers' agreement before passing on information about their child's health to their school staff.
- Parents'/carers' 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 on behalf of the school; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Headteacher

The Headteacher is responsible for implementing the governing body's policy in practice and for developing the detailed procedures. When teachers volunteer to give students help with their medical needs, the Headteacher should agree to their doing this, and must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering prescribed medication will normally fall to the School Medical Assistant, under the guidance of the Headteacher as required.

The Headteacher is also responsible for making sure parents/carers are aware of the school's policy and procedures for dealing with medical needs.

The Headteacher is 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 students with medical needs in their class should understand the nature of the condition, and when and where the student 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 medication, they may only do so if they have had appropriate training.

Other health professionals

The school will receive support and advice as necessary from the following areas:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with the consent of the student's parents)

Short term medical needs

At times, it may be necessary for a student to finish a course of medication at school.

However, where possible, parents will be encouraged to administer the medicine outside of school hours.

School staff give non-prescribed medication to children at the complete discretion of the School Medical Assistant. In the case of children suffering regularly from acute pain, such as migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the student should take the medication. A member of staff will supervise the student taking medication and keep a log of all medication taken and notify parents/carers in writing on the day the painkillers are taken.

Long term medical needs

The school needs to have sufficient information on any student with long term medical needs. The school will then draw up a written Health Care Plan for such students, involving the parents/carers and relevant health professionals.

Individual Health Care Plans

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The Headteacher
- The parents/carers
- The student
- Class teachers
- Teaching assistants
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the student's GP or other health care professionals as appropriate

Administering medication

Students will not be given medication without the parent's/carer'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
- Any side effects

The school will:

- Provide written consent for agreeing to administer the medication.
- Staff will complete and sign record cards each time they give medication to a student; in such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.
- If students can take their medication themselves, staff will supervise this, bearing in mind the safety of other students.
- Only staff who have had training will be able to administer medication.

Refusing medication

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

School trips

Staff supervising school excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular student. If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a trip, they will seek medical advice from the School Health Service or the student's GP.

Sporting activities

Students with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a student's ability to participate in PE will be included in their Individual Health Care Plan. Some students 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. The Headteacher will agree with the parents/carers who will have access to records and information about a student. 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/carer or student 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 medicine and the frequency of the administration.
- Where a student needs two or more prescribed medicines, each should be kept in a separate container.
- Students should always know where their medicine is stored.
- Asthma inhalers are required to be carried by students diagnosed with the condition.
- Other medicines are kept in a secure place not accessible to students without adult permission.

Disposal of medicines

Parents/carers must collect medicines held at school at the end of each term.

Parents/carers are responsible for disposal of date expired medicines.

Hygiene/infection control

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

Emergency procedures

Allocated staff must have regular training in First Aid and know how to call the emergency services. A student taken to hospital by ambulance will be accompanied by a member of staff until the student's parents/carers arrive.

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

The administration of medicine for these medical conditions requires specific training procedures. A list of the staff who have completed the training is available in Reception.

Management of policy

School: This policy is implemented and managed by the Deputy Head (Pastoral).

Governing Body: The Governing Body has delegated the oversight, review and update of this policy to its Student Progress and Welfare Committee.

Approval: Approved by the Governors' Student Progress and Welfare Committee on 13 November 2017

Next review due: Autumn 2020