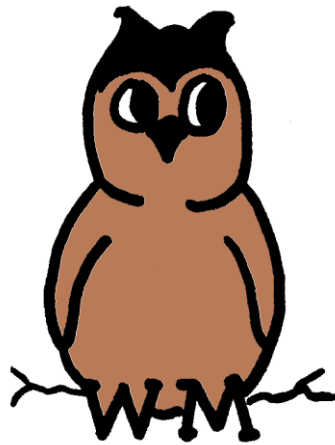


# **White Mere Community Primary School**



## **Supporting Pupils with Medical Conditions Policy**

**October 2024**

### Policy Monitoring & Ratification

<b>Policy Name:</b>	Supporting Pupils in School with Medical Conditions policy
<b>Responsible Committee:</b>	Resources Committee
<b>Policy Date:</b>	October 2024
<b>Date Proposed to Governing Body:</b>	15.10.24
<b>Date Adopted by Governing Body:</b>	15.10.24
<b>Next Review Date:</b>	October 2025

## 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 and 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 Gateshead Medicines in Schools.

## 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:

parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;

- 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 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.
- 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 and secure place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **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 is the documentation that will be completed by parents before school is able to support pupils with medication:



**USE OF MEDICINES IN SCHOOLS**

**PARENTAL REQUEST FOR PRESCRIBED MEDICATION  
TO BE ADMINISTERED BY SCHOOL STAFF**

Please complete this form in BLOCK Capitals

School	<b>White Mere Community Primary School</b>	
Child's Full Name		Date of Birth
Address		
Condition/Illness		

**MEDICINE DETAILS**

Name: (as described on the container)	
What is the dose to be given?	
Is your child responsible for taking his/her medicine at home?	
What time of day is the medication to be given?	
If the medicine is only needed as required, what are the circumstances in which it should be given?	
What, if any, are the side effects of this medicine?	

**CONTACT INFORMATION (for use in an emergency)**

Name:		
Address:		
Telephone Number:		Relationship to Child:

**CONSENT**

I confirm that I will comply with the conditions detailed overleaf and I give my consent for medication to be administered by a member of the school staff in the circumstances described above.

Signed ..... Date .....

(Parent/Guardian)

Name .....

## INFORMATION TO PARENTS ABOUT THE USE OF MEDICATION IN SCHOOLS

Medication should normally be given to children at home. Even medicine to be given three times a day could be before school, immediately after school and at bedtime.

Exceptionally, it may be necessary for a child to take prescribed medication whilst at school.

**If it is essential for medication to be taken in school and parents request a member of staff to be responsible for administering the medication,** the following procedure must be followed:

1. **The medicine must be prescribed by a doctor** and the container should be clearly marked with:
  - the child's name;
  - the name of the drug and the dosage;
  - the date of issue and expiry.
  
2. Parents are responsible for:
  - keeping the head teacher regularly informed of the required medication;
  - bringing the medication to school and passing it to the designated member of staff;
  - providing written information and consent using Form MED(1);
  - replacing the medicine whenever necessary, and removing out of date medicine;
  - completing a new Form MED(1) if the treatment changes whether it be dosage, frequency or medicine;
  - giving clear information to situations when medicines to be given "as required" should be administered;
  - informing the school if the child is responsible for his/her medication at home; and
  - completing a new Form MED(1) when the child moves into a new class or year group or a new school.

MED(1)