



**MORDA C of E PRIMARY SCHOOL**

**Document Type: POLICY DOCUMENT**

**Title: SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

<b>Reference:</b>	<b>SFG-06</b>	<b>Version:</b>	<b>1</b>	<b>Page 1 of 6</b>	
<b>Prepared By:</b>	<b>Deputy Head</b>		<b>Approved By:</b>	<b>Head Teacher</b>	
<b>Reviewed and Confirmed by Governing Body:</b>			<b>1 Dec 2016</b>	<b>Issue Date:</b>	<b>01-Oct-16</b>

**REVISION HISTORY**

<b>Version</b>	<b>Issue Date</b>	<b>Summary</b>
<b>1</b>	<b>1-10-2016</b>	<b>First Issue</b>

**1. OVERVIEW**

Morda Primary School (MPS) has a responsibility for the health and safety of pupils in our care. The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. Individual procedures may be required for specified pupils. MPS is responsible for making sure relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions may need.

However, teachers and other school staff in charge of pupils have a common law duty to act ‘in loco parentis’ and must ensure the safety of all pupils in their care. To this end, MPS may refuse to admit a child with a specific condition, such as an infectious disease, where this may pose a risk to other school users, or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of Health Care professionals and the child's GP in addition to the information provided by parents in the first instance. This enables MPS to ensure adequate risk management is in place and there is minimum disruption to the learning of the child and pupils.

**2. DEFINITIONS**

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.



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(b) Long-term, potentially limiting their access to education and requiring extra care and support

### 3. OBJECTIVES

In preparing this policy it is the aim of MPS to :-

- ✓ To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- ✓ To ensure school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- ✓ To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- ✓ To write, in association with healthcare professionals, Individual Healthcare Plans (IHP), where necessary
- ✓ To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- ✓ To keep, monitor and review appropriate records

### 4. UNACCEPTABLE PRACTICES

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- ✓ Prevent children from accessing their medication
- ✓ Assume every child with the same condition requires the same treatment
- ✓ Ignore the views of the child or their parents/carers;
- ✓ Ignore medical advice from a health care professional
- ✓ Prevent children with medical conditions accessing the full curriculum, unless specified in their IHP
- ✓ Penalise children for their attendance record where this is related to a confirmed medical condition
- ✓ Prevent children from eating, drinking or taking toilet breaks where this is part of the effective management of their condition
- ✓ Require parents to administer medicine where this interrupts their working day



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- ✓ Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

## 5. PARTICIPATION

Whenever practicable MPS provides full access to the curriculum for every child. MPS believes pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this and participate to the greatest extent possible in all school activities. However, we also recognise that employees have rights in relation to supporting pupils with medical needs.

- ✓ Employees may choose whether or not they wish to be involved in the caring of a child
- ✓ All appropriate staff can request specific training when necessary
- ✓ All staff must work to clear guidelines
- ✓ Staff must bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

## 6. EXPECTATIONS OF MORDA PRIMARY SCHOOL

Parents and carers have an important part to play and MPS expect that:-

- ✓ Parents will inform school of any medical condition which affects their child at the earliest opportunity.
- ✓ Parents will supply school with appropriately prescribed medication, in an appropriate container which clearly defines the dosage information and regime is printed by a pharmacy on the container.
- ✓ Parents will ensure that medicines to be given in school are in date and clearly labelled and, when appropriate any necessary applicators are also provided.
- ✓ Parents will co-operate in training their children to self-administer medicine if appropriate, and staff members will only be involved if this is not possible
- ✓ Parents will ensure health care professionals involved in the care of a child provide the MPS any required information relating to the condition with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- ✓ MPS will ensure, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access



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- and administer their medicine if this is part of their IHP
- ✓ School staff will liaise as necessary with health care professionals in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
  - ✓ Transitional arrangements between schools will be completed in such a way that MPS will ensure full disclosure of relevant medical information, IHPs and support needed in good time for the child's receiving school to adequately prepare itself.
  - ✓ IHPs will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent/carer in addition to the advice of relevant health care professionals

## 7. PROCEDURES

### 7.1. Insurance

The Governing Body of Morda Primary School will ensure an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.)

### 7.2. Information

MPS will maintain a list of all current pupils with a serious medical condition which requires on going treatment in excess of 2 months. For these pupils an individual IHP will be prepared which:-

- ✓ Clearly identifies the child and the nature of the medical condition
- ✓ Details of symptoms which may be a precursor to the condition worsening
- ✓ Describe the current medicinal regime of the child
- ✓ Includes any documents containing advice or instructions from parents, carers and appropriate health care professionals
- ✓ Documents any substances or activities which may aggravate the condition and from which the child is precluded
- ✓ Where appropriate, a list of emergency actions and contact numbers

### 7.3. Administration of Medicines

- ✓ Only prescribed, essential medicines will be administered during school hours.



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- ✓ Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container which must be clearly labelled with the child's name and dosage regime.
- ✓ Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- ✓ All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines may be kept in the child's classroom and carried with the children, for ease of access during outside activities.
- ✓ Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).
- ✓ Controlled drugs or prescribed medicines will be kept in the locked cabinet high on the wall in reception. Access to these medicines is restricted to the named persons. Epi-pens are kept in locked cupboards in relevant children's teaching areas.
- ✓ Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.
- ✓ Inhalers will be kept in the child's classroom. Children have access to these inhalers at all times, though they must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

**7.4. Epi-Pens**

Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary and should be held for a count of 10 seconds before withdrawal. An ambulance must be called after using an epi-pen.



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## 7.5. Antihistamine

Where prior written consent from a parent/carer has been received a liquid antihistamine may be administered to a child displaying mild allergic reactions

## 8. NOTIFICATION TO PARENTS OR CARERS

Whenever events occur which are not covered by a child's IHP, or when medicines are administered or missed outwith the normal pattern of medication the child's teacher will ensure the parent or carer is informed the same day.

## 9. COMPLAINTS

Should parents/carers be unhappy with any aspect of their child's care at Morda, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the MPS Complaints Procedure

## 10. REVIEW

This policy shall be reviewed annually by the Full Governing Body at their autumn meeting.