



## Radley CE Primary School & Foundation Stage Unit

### Medical Needs Policy

This policy has been drawn up in accordance with the DfE Managing medicines in schools. Section 100 of the Children and families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. Definition Pupils' medical needs may be broadly summarised as being of two types:

- Short-term, affecting their participation in school activities which they are on a course of medication.
- Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

This policy defines the ways in which Radley CE Primary School supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

#### AIMS

Assist parents in providing medical care for their children.

- To ensure that children with medical needs receive proper care and support at school.
- To operate guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
- To define the areas of responsibility of all parties involved: pupil, parents, staff, Headteacher, Governing Body.

#### PRACTICE

1. Parents/ carers are responsible for ensuring that their child is well enough to attend school.
2. Parents/ carers must provide the Headteacher with sufficient information about their child's medical condition and support and care required at school.
3. Parents/ carers and the Headteacher must reach an agreement on the school's role and responsibility for support for the child.
4. In the event of legal action over an allegation of negligence, it is the employer rather than the employee who is likely to be responsible. The need for accurate records in such a case is crucial. Therefore thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting a pupil with medical needs.
5. The Headteacher will ensure that staff who are willing or for whom care for a pupil with medical needs falls within their job description should receive appropriate training to assist them in the that role.
6. The Headteacher ensures that all parents are informed of the school's policy and procedures for medical needs.
7. The Governing Body ensures that the school has clear systems in place, in relation to this area of school life.

#### EXPECTATIONS

School staff are naturally concerned about their ability to support a pupil with a medical condition particularly if it is potentially life threatening. They need to understand:

- The nature of the condition.
- When the pupil needs extra attention
- Where the pupils may need extra attention (this information is to be provided by the pupil's parents)
- The likelihood of an emergency
- The action to take in the event of an emergency

There is no legal duty which requires school staff to administer medication.

At Radley CE Primary School, we only administer prescribed medicines in school and children or parents/carers should not bring any other sort of medication into school. The only exceptions to these guidelines are inhalers and emergency medication such as epi-pens or where a child has a Healthcare Plan.

Should your child require regular medication in school, we will discuss a Healthcare Plan alongside the School Nurse in accordance with the GP's advice.

Where a pupil refuses to take their medication under supervision, as specified by the Healthcare Plan, the staff will not force them to do so. The parent will immediately be informed. Parents will take responsibility for their child's medical needs at this point, by coming in to collect their child/ supervise medication personally, advising emergency action or deeming that the child may remain un-medicated in school. The school will, if in any doubt about the child's condition, contact the emergency services, with or without a parent's request/ consent.

### **Short term medical needs**

Short term medication e.g. antibiotics prescribed for three times per day, should be administered at home by the child's family. Exceptional circumstances can be discussed with the Headteacher.

### **Long term medical needs**

Parents must inform school if their child has long term medical needs which may limit or affect the pupil's access to the curriculum, before the child starts school, or when a condition develops. The school needs to be informed about: the pupil's condition, any special requirements the child may have, medications and side effects, what to do and who to contact in an emergency and what role the school can play to support the pupil.

### **Administering medication**

If it is essential for a child to be medicated in school time (prescribed medicines only), written consent must be given by the pupil's parent for supervision/ administration. The medicine should be clearly labelled with the pupil's name with the chemist label still attached. Advice will be sought from the school nurse about all medications. Staff may require training for some medications, if this is the case, school staff will not supervise or administer medicines until they have completed the appropriate training and protocol documentation signed if appropriate.

### **Self-management**

Wherever possible pupils must self administer medication in school, with staff acting in a supervisory role only.

### **Refusing medication**

If a child refuses to take medication, school staff will not force them to do so. The school will inform the child's parent if the pupil refuses their medicine.

### **Record keeping**

Individual medication records specifying dosage, time, date will be kept by the school.

### **School trips**

If a child requires medication during a trip e.g. travel sickness tablets, parents must provide written permission specifying dosage, date of trip, when the medication is to be taken. The medication must be clearly labelled with the child's name.

### **Arrangements**

All information, medication with chemist label and parental permission form, must be given to the main school office. All medications are stored in appropriate, secured areas, depending on the child's age.

For further guidance the Department of Health's 'Managing Medicines in Schools and Early Years Settings' is to be referred to.