

St. Godric's RCVA Primary School's Policy and Practice Guidelines Supporting Pupils with Special Medical Needs in School

Rationale

St. Godric's School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines, nevertheless, we would wish to support our pupils where we can. Pupils with special medical needs have the same right to admission to school as other children and cannot be excluded from school on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information.

Aims

Our school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and pupils in respect of special medical needs;
- Adopt and implement any national or LEA policies in relation to medication in schools;
- Arrange training for staff who volunteer to support individual pupils with special medical needs;
- Liaise as necessary with medical services in support of the pupil;
- Ensure that pupils with special educational need are enabled to access the full life of the school where possible;

- Maintain appropriate records;
- Ensure the safe administration of medicines in school;
- Ensure the safe storage, disposal and destruction of medicines in school.

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 achieve full attendance and receive necessary proper care and support.

At St. Godric's we accept that all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved;
- Receiving appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability;
- Bring any concerns they have about supporting pupils with medical needs to the management.

Expectations

We do not expect parents to ask staff to administer medication unless it is absolutely essential that (a) this takes place during school hours and, (b) the pupil is unable to do so him/herself either because of the complexity of the procedure or because the pupil would not normally have access to prescription medications without supervision. Only prescription medicines will be administered in school. No 'over the counter' medicines will be administered, this includes throat lozenges, and no creams will be administered by school staff.

Where parents have asked school to administer the medication for their child we expect them to 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, and 'use by' dates 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. We reserve the right to refuse to administer medication at any time.

The school will deal with each request to administer medication or offer other support to a pupil with special medical needs separately.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs separately.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interest of the pupil.

We expect parents to always inform us of any medical needs of their children, any changes to those needs and to adhere to this policy.

Practice

When a parent requests that we administer medication in school we will:

- Ask the school's identified person to consider whether or not they are prepared to administer the medication;
- If they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school.
- If it is viable for the school to administer long term medication, we will then work with the parent to set up a care plan for the pupil;
- We will ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person, and that each time the medication is administered the school's medication record is completed.
- At the end of the school day, or at the end of each week, or at the end of term (whichever is appropriate) we will ensure that any left over medication is handed back to the parent/carer by the identified person.
- If the parent/carer does not come to school to collect the medication, it will be destroyed using approved methods and this will be recorded in the medication register.
- The identified person is: *Mrs. D. Starkie.*
- The second identified person is: *Mrs. J. Lewin*

- In the event of school trips, teaching staff will be asked if they are prepared to administer medication to a pupil. We reserve the right not to do this.
- Pupils with asthma (except in the most severe cases) will be excluded from needing a care plan, but school **must** be informed if a child needs to carry an inhaler by parents/carers.
- Parents/Guardians of children who carry inhalers must hand them to the class teacher if they are in Class 1, 2 or 3. Children in Class 4 may carry their inhalers, but school must be informed if they are doing this.
- When the pupil comes to the end of his/her course of treatment, the care plan will be marked 'treatment completed' but will be retained on the pupil's school record should it be needed for future reference.
- The school will also keep the medication record in the school's secure archives so that any future queries can be resolved.

Care Plans

- Care plans will only be issued in cases of long term medication needs.
- Care plans will be displayed on the staffroom noticeboard only with the signed consent of the parent/carer. A further copy will be kept in the SEN filing cabinet.
- The care plan will be drawn up by the SENCO, identified person and parent/carer.
- The school nurse and/or doctor may be involved if necessary.
- Any staff training issues will be identified on the care plan.
- Supply staff will be made aware of any care plans.

Staff Medication

- Staff members are expected to inform the identified person of any of their own medical needs and of any medication they may be carrying.
- Where possible, staff's medication should also be kept secure in the medication cabinet.

The school will also maintain a register of all pupils who have special medical needs, this will indicate whether or not there is a care plan in

place for the pupil and is a register that can be accessed by all members of staff if they wish to seek clarification about a pupil's needs.

Appendices

St. Godric's Care Plan

Medication Consent Form

Parent's Information Leaflet

'Key Questions to Ask When Setting up a Care Plan' for:

Anaphylaxis

Epilepsy

Diabetes

Asthma

ADHD