



## CARBEILE JUNIOR SCHOOL

### Supporting Children With Medical Needs Policy

TC – January 2019

#### 1. Introduction

In September 2014 Section 100 of the Children and Families Act 2014 introduced a legal duty to provide support to all pupils in school with medical conditions to ensure that they have full access to education, including school trips and physical education.

Schools must ensure that:

- Arrangements are in place to support pupils at school with medical conditions
- School leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported
- A medical needs policy is in place and there is a named person who has overall responsibility for its implementation
- A sufficient number of staff are suitably trained
- Risk assessments for school visits and other school activities outside of the normal timetable are completed
- Care Plans and instructions are monitored.

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Individual schools are required to develop their own Health and Safety Policies to cover a wide variety of issues and it is suggested that in a similar way schools should develop policies and procedures for supporting pupils with medical needs, including the safe management of medication.

Members of staff are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. Medication can only be dispensed if the Consent to Dispense Medication Form has been completed. All medication dispensed by school staff must be recorded in the register in Reception.

#### 2. Rationale

Carbeile Junior School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

#### 3. Aims

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

#### 4. Definition

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. This policy relates to pupils who have a recognised and/or on-going medical condition.

## **5. Identification**

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child joins our school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

## **6. Provision and Organisation**

The school will follow the guidance given by the Local Authority regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.

Training regarding specific conditions will be delivered as required. This would be within the first term of a new pupil joining the school but if necessary before they arrive at Carbeile Junior School. The school has a first aid training programme which is reviewed annually alongside the Health & Safety Policy.

Pupils requiring continuous support for a medical condition will be given a Care Plan for a Pupil with Medical Needs Form with Consent to Dispense Medication Form.

## **7. Care Plan for a Pupil with Medical Needs**

The main purpose of the care plan is to identify the level of support an individual child needs in school. The plan clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required. A care plan will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- Details about medication
- Any special considerations during specific activities

A copy will be given to parents/carers, class teachers and a copy will be retained in the medical needs file in the office and the child's individual file. All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils. A file logging incidents, accidents or ill health relating to Care Plans is kept in Reception.

Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication.

Medication will be stored in Reception where there is a locked compartment and fridge. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in their tray if in class.

Children with more complex needs may have an EHCP (Education, Health Care Plan) in place which may also include medication. An EHCP is managed and monitored by the SENCo.

## **8. Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body. The SENCo and H&S Officer will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

## **9. School Visits**

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional

safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. Copies of EHCPs and Care Plans for a Pupil with Medical Needs should be taken on trips and visits in the event of information being needed in an emergency.

#### **10. Related Documents**

Health & Safety Policy  
SEN Policy  
Consent to Dispense Medication  
Care Plan for a Pupil with Medical Needs  
Education Health Care Plans  
Equalities Policy  
Managing Medicines Policy  
Physical Education Policy  
Asthma UK Guidelines for Schools  
Healthy Schools  
Child Protection & Safeguarding

#### **11. Policy Review**

We will review this policy annually unless earlier revision is required. These documents will be stored as a paper document by the Clerk and electronically by the Senior Administration Officer, Clerk, H&S Officer and SENCo.

Next review: Spring 2019

Signed Headteacher: Mr P Hamlyn

Signed SENCo: Mrs J Evans

Signed H&S Officer: T J Cullerton

Date: 17<sup>th</sup> January 2019