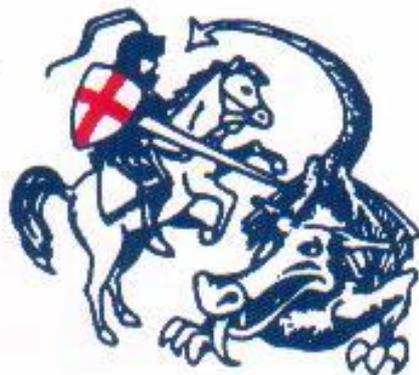


**Management of Pupils with Medical Needs in
the school setting, including the administration
of medicines Policy**

**Reviewed on: September 2014
To be reviewed: September 2017**

**St George's CEP School
Wrotham
Kent**



Signed by: _____ Position held: _____

Date: ____/____/____

Signed by: _____ Position held: _____

Date: ____/____/____

This policy should be read in conjunction with the following school and LEA policy documents:

- KCC Policy on the education of children and young people with medical needs
- Administration of Medicine Policy
- SEN Policy
- Health & Safety Policy
- Equal Opportunities Policy
- Accessibility Plan

This policy was originally written by the head teachers of the Whitstable Consortia (now Coastal Alliance) in February 2003 and was first adopted by Whitstable Junior School in 2003.

Statutory Framework

Section 19 of the Education Act 1996

“Each local education authority shall make arrangements for the provision of suitable education at school or otherwise for children who by reason of illness... may not... receive suitable education unless arrangements are specially made for them.”

This policy applies to any pupil who is absent from school for a period of time either on a one – off basis or over time, related to a long-term condition and includes pupils with physical and mental health needs.

Persons Responsible

Person responsible for pupils unable to attend school because of medical needs: SEN Co-ordinator in conjunction with class teacher.

- In the first instance it is the class teacher’s responsibility to bring a pupil absent with medical needs to the attention of the SEN Co-ordinator and to ensure action is taken.
- The SEN co-ordinator will liaise with the home and Hospital Teaching Service and/or Educational Welfare Officer to enable them to draw up a Personal Education Plan to cover the complete education for a pupil who is likely to be at home for more than 15 days.

This school will:

- Keep accurate attendance records ensuring they show when pupils are in receipt of off-site education
- Notify the LA & EWO if a pupil is or is likely to be away from school because of medical needs for more than 15 days.
- Supply the appropriate education provider with information about a pupil’s capabilities, educational progress and programmes of work to ensure continuity.
- Ensure that the child is able to participate in any statutory assessment.
- Be active in the monitoring of progress and in the reintegration into school and liaising with other agencies as necessary. See Appendix.
- Keep child and parents abreast of school events

- Where possible keep child in contact with peers
- Keep the pupil's place open for them

Pupils with Statements of Educational Needs

Where a pupil has a statement which specifies provision of resources (personnel and /or equipment) the school will liaise with the external educator to ensure this provision is maintained.

APPENDIX I

Working together in partnership – other Agencies

- GP and other medical /psychiatric agencies
- School named person
- Hospital Service
- Headteacher
- Family Liaison Officer
- Attendance and Behaviour Service
- SENCo
- Parents or carers

APPENDIX 2

Personal Education Plan for a Pupil with Medical Needs

Name		DOB
Condition		Photo
Class	Date	Review Date

Contact Information

<p><u>Family Contact 1</u></p> <p>Name _____</p> <p>Phone No (work) _____</p> <p>Phone No (home) _____</p> <p>Relationship _____</p>	<p><u>Family Contact 2</u></p> <p>Name _____</p> <p>Phone No (work) _____</p> <p>Phone No (home) _____</p> <p>Relationship _____</p>
<p><u>Clinic hospital contact</u></p> <p>Name _____</p> <p>Phone No _____</p>	<p><u>GP</u></p> <p>Name _____</p> <p>Phone No _____</p>

Describe condition and give details of pupil's individual symptoms

Describe what constitute an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different on off-site activities)

Form copied to:

POLICY FOR THE MANAGEMENT OF PUPILS WITH MEDICAL NEEDS IN THE SCHOOL SETTING, INCLUDING THE ADMINISTRATION OF MEDICINES

This policy should be read in conjunction with the following school and LEA policy documents:

- KCC Policy on the education of children and young people with medical needs
- Policy And Procedures For Education Of Children With Medical Needs
- SEN Policy
- Health & Safety Policy
- Equal Opportunities Policy
- Accessibility Plan

Equal Opportunities Statement

This school is committed to inclusive education and will not preclude or discriminate against children with medical needs, but will expect parents and all involved health professional to work in a collegiate manner to ensure appropriate information, training and support is given to the school and pupil/parents.

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many, this will be short-term, perhaps finishing a course of medication. Some pupils may have a medical condition that requires careful management within school, covered under the SEN Code of Practice or the Disability Act. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

For those pupils who will need special arrangements for their education either at home or via the Hospital School service please refer to the consortia **Policy And Procedures For Education Of Children With Medical Needs**.

Cultural, Religious and Confidentiality Issues

Parents' cultural and religious views will always be respected. The head will seek parents' agreement before passing on information about their child's health to other school staff. Sharing this information is important if staff and parents are to ensure the best care for a pupil.

Responsibilities for Pupils with Medical Needs

Parents or guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents should provide the school with detailed information in conjunction with their child's GP, paediatrician or other healthcare professional as appropriate.

The school doctor or nurse and specialist bodies may also be able to provide additional background information for school staff. The School Health Service can provide advice on health issues to pupils, parents, teachers, education officers and local authorities.

Health Authorities, LAs and governing bodies, should work together to ensure pupils with medical needs and school staff have effective support in schools.

There is no legal duty, which requires school staff to administer medication; this is a voluntary role. The staff who provide support for pupils with medical needs, or who volunteer to administer medication, will receive support from the head and parents, access to information and training and reassurance about their legal liability.

Medical Care in School

If a child is unwell at school, the school will make every effort to contact the parents/guardians. It is very important that parents supply the school with up-to-date home/work telephone numbers or other contact numbers. Until the school has contacted the child's parents, the school will take any action required in the interests of the child.

Parents will be informed that although the school will always care for children who become ill at school, children on short courses of medicines, such as antibiotics, requiring regular administration during the day should not be sent to school or the timing of the medication should ensure that the school need only administer once during the school day.

Parents should be aware that the school does not have the facility to care for pupils who are sent to school unwell. This policy refers only to children who require medication or medical care during the school day, but who are able to attend and participate in school life.

Procedure for Parents of children requiring administration of medicine during the school day

If children do need to bring prescribed medicines to school, the medicine should be supplied in measured doses, clearly labelled with the child's name and written directions for use attached including name of medication, dose, method of administration, time and frequency of administration, other treatment and details of any side effects. Also a Request for School to Administer Medication Form needs to be completed by the parent or guardian.

In some cases it may be appropriate for a pupil to self medicate or carry their own emergency medication e.g. epilepsy, diabetes, asthma, anaphylactic shock. If this is the case, parents should complete a Request for Pupil to Carry Their Own Medication Form.

Accidents in school

Many of the school staff are trained '*emergency first aiders*' and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, the school will contact parents as soon as possible. The school will always inform parents, on a standard form, if their child suffers a knock on the head, even if there are no apparent physical symptoms.

In the event of an accident injuring one or more people, the first priority is to ensure, within the limits of personnel and facilities, the safety of other pupils and adults in the vicinity. In attending to the injured person(s), help may be called from colleagues holding a first aid certificate. Currently trained and certificated staff are listed in the Office/Medical Room area.

If the accident is of a more serious nature, the office staff should be informed. A decision will be taken by a senior member of staff whether or not an ambulance should be called. Parents should be contacted as soon as possible. If the accident is less serious but hospital treatment is deemed necessary and a parent cannot collect the pupil in good time, a colleague with an appropriately insured car, accompanied by another member of staff, may volunteer to take the casualty to the accident and emergency centre. If no such transport is available, then an ambulance should be called. The member of staff who was first on the scene must complete an accident report form (from the office) and submit to the Headteacher for signature.

Storage of Medicines in School

All medicines will be stored in a locked, secure medicine cabinet that will be kept locked at all times. Children will not be present whilst this cabinet is accessed.

Administration of Medicines

Completed Parental Request Forms will be stored in the medicine cabinet and referred to when administration of the medicine takes place.

Administration of the medicine will take place in the Medical Room or other designated appropriate area.

The member of staff who administers the medicine will keep a daily log of all administered medicines. This log (see Appendix) will be kept in the medicine cabinet.

Staff Awareness of Pupils with Medical Conditions and/or Care Needs

All pupils with a notified medical need requiring longer-term medication or a medical condition that could potentially require emergency treatment or special treatment will be brought to the attention of all appropriate staff. This may include display of a photograph of the pupil with brief details. Due consideration will be given to issues of confidentiality.

Any pupil requiring specific care will have a Personal Education Plan, detailing both pupil medical condition/needs and a list of volunteer staff who will respond to identified needs/conditions. Where this may involve a life threatening condition parents will be asked to sign a disclaimer (in liaison with Health Authority Personnel). All relevant staff (may include **all** staff) will receive appropriate training from appropriate health care professionals before the pupil is admitted/returns to school. A copy of the PEP will be given to all involved staff – this may include all staff.

Special Facilities

This school has a room designated as a Medical Room and an adapted toilet and care suite for the use of staff and pupils. The care suite has shower and changing facilities.

Request for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL			
Surname:	Forename(s):		
Address:	M/F:	DOB:	Class:
Conditions or illness:			
MEDICATION			
Name/type of medication (as described on container):	For how long will your child take this medication:		
	Date dispensed:		
Dosage and method:	Timing:		
Special precautions:	Side effects:		
Self Administration:	Procedures to take in an Emergency:		
CONTACT DETAILS			
Name:	Daytime telephone No:		
Relationship to Pupil:	Address:		

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil: _____

Request for Pupil to Carry His/Her Medication

This form must be completed by parent/guardian. Pupils may only carry medication if it is appropriate for them to self administer in emergency situations e.g. inhalers (asthma), epi-pens (anaphylactic shock) or if an adult may need to administer in an emergency situation e.g. insulin or epilepsy drugs. Pupils may not carry pain killers e.g. aspirin/paracetamol.

Pupil's name:	Class:
Address:	Condition of illness:
Name of medicine:	Procedures to be taken in emergency:
Contact Information:	
Name	Daytime Phone No:
Relationship to child:	

I would like my son/daughter to keep his/her medication on him /her for use as necessary.

Signed: _____ Date: _____

Relationship to child: _____

