



Medical Conditions Policy

Staff member responsible: Mr Black

Governor responsible: Alison Quinn

Complete and agreed: March 2018

Review Date: March 2019

Rationale

Dunn Street Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 - "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Aims and principles

The policy describes the essential criteria for how the school can meet the needs of pupils with long-term medical conditions. Dunn Street Primary School is an inclusive community that welcomes and supports pupils with medical conditions and provides them with the same opportunities and access to activities as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical care have not been made.

All staff understand their duty of care to pupil and understand that medical conditions may be serious, adversely affecting a child's quality of life and impact on their ability to learn.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory.

Procedures and practice

- The school's admissions forms and annual update requests ask for information from parents on medical conditions. Parents can inform school at any point in the school year via the School Secretary (Mrs Winter) or the acting SENCo (Mr Black), if a condition develops or is diagnosed.
- A medical conditions list or register is kept, updated and reviewed regularly, including conditions such as asthma, epilepsy and allergies where emergency medication may be necessary. Staff have access to the list via the school office.
- Where necessary, and **Individual Healthcare Plan (IHP)** will be developed in collaboration with the pupil, parents/carers, Special Educational Needs Coordinator (SENCo) and medical professionals. IHP's are accessible to all relevant staff, including supply/agency staff.
 - IHP's will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
 - Where a pupil has an Education, Health and Care Plan (EHCP) or special needs statement, the IHP will be linked to it or become part of it.
 - Parents **must** keep the school informed of any new medical conditions or changes to their child's health.

Staff Training

All staff have been trained in administering medication for pupils with epilepsy. Posters on administering medication can be found in each classroom around school and teachers will refer to the child's IHP when administering any medication.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff administering any medication, the parents/carers of the child must complete and sign a parental consent to administering of medicine form.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- If medication is out of date, the child's parents/carers will be told that their child will not be allowed to come into school until new medication is provided.

Self storage of medicines

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be clearly labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- A named member of staff (Mrs K Ramshaw) is responsible for checking the dates of medicines and arranging for disposal of those that have expired. This check is done at least three times a year.
- All medicines are sent home with parents at the end of the school year. Medicines are not stored in school over the summer holidays.
- The school keeps an accurate record of any medication administered to children, including dose, date, time and supervising staff. It is parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year.
- Dunn Street cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Self-Harm

Recent research indicates that up to one in ten young people in the UK engage in self-harming behaviours and that this figure is higher amongst specific populations, including young people with special educational needs. School staff can play an important role in preventing self-harm and also in supporting pupils, peers and parents of pupils who engage in self-harm.

Self-harm is any behaviour where the intent is to deliberately cause harm to one's body. School staff may become aware of warning signs which indicate a pupil is experiencing difficulties that may lead to thoughts of self-harm or suicide. These warning signs should always be taken seriously and staff observing any of these warning signs should seek further advice from the designated Child Protection Officer (Mrs D Proctor).

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of the signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a member of staff.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive or will accompany a child taken to hospital by ambulance. Staff will not take pupils to hospital in their own care.

Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the school's Complaint Policy.

Monitoring and Evaluation

- The Medical Policy is evaluated and reviewed every year, with updates as necessary. In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents and specialist healthcare professionals.