



Grove Park Academies

Supporting Pupils with Medical Needs

Policy For: Grove Park Academies

Policy Owner: Ceranne Litton, Executive Headteacher

Policy Date: November 2019

Review Date: November 2021

- The Trust Board of Grove Park Academies will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- This policy will be reviewed bi-annually to ensure its effective application.
- Linked Policies include:
 - Health and Safety Policy
 - Admissions Policy
 - Special Educational Needs (SEN) Policy
 - Complaints and Vexatious Policy
 - First Aid Policy
- This policy and linked documentation are stored by the central administration team. For further information contact can be made by telephoning: 01795 477417 or emailing admin@groveparkacademies.org
- **This policy has been approved by the Trust Board on the 5th December 2019**

1 DEFINITION

- 1.1 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**)

2 RATIONALE

- 2.1 Local Authority's (LA's) and schools have a responsibility for the health and safety of pupils in their care.
- 2.2 The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.
- 2.3 In the case of pupils with **Special Medical Needs**, the responsibility of the employer is to make sure that the safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates
- 2.4 Individual procedures may be required.
- 2.5 The employer is responsible for making sure that relevant staff know about and are, where necessary, trained to provide
any additional support these pupils may need.
- 2.6 The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.
- 2.7 Pupils with **Special Medical Needs** have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.
- 2.8 The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should

- supply the school with information and the necessary permissions surrounding administering if medicines are needed.
- 2.9 The school takes advice and guidance from School Health and the Local Authority which encourages self-administration of medication when possible.
- 2.10 Contact details for our School Nurse can be obtained from the school office, and a copy of this policy is available to parents on request.

3 AIMS

- 3.1 The school aims to:
- Assist parents in providing medical care for their children.
 - Educate staff and children in respect of **Special Medical Needs**.
 - Liaise as necessary with medical services in support of the individual pupil.
 - Ensure access to full education if possible.
 - Monitor and keep appropriate records

4 ENTITLEMENT

- 4.1 The school accepts that pupils with **Special Medical Needs** should be assisted if at all possible and that they have a right to the full education available to other pupils.
- 4.2 The school believes that pupils with **Special Medical Needs** should be enabled to have full attendance and receive necessary proper care and support.
- 4.3 The school accepts all employees have rights in relation to support pupils with medical needs as follows:
- Choose whether or not they are prepared to be involved.
 - Receive appropriate training.
 - Work to clear guidelines
 - Have clear concerns about legal liability
 - Bring to the attention of management any concern or matter relating to supporting pupils with **Special Medical Needs**.

5 EXPECTATIONS

- 5.1 Parents will be encouraged to cooperate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- 5.2 Where parents have asked the school to administer the medication for their child, it must be supplied in its original packaging. The prescription and dosage regime 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. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- 5.3 Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- 5.4 The school will liaise with the School Health Service for advice about a pupil's **Special Medical Needs**, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- 5.5 Any medicines brought into school by the staff, e.g. headache tablets, inhalers for personal use, should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicines is the responsibility of the individual concerns and not the school.
- 5.6 If a child requires a Health Care Plan, these are put together with health professionals, parents and school staff; namely the Special Educational Needs Coordinator (SENCo).
- Training will be taken from professionals, not just parents.
 - Children, who are ill, or have had an accident, will not be left unsupervised.
 - Medicines such as insulin pens and Asthma pumps will not be locked away.
 - Other children in the class will be made aware of children's medical conditions so that in an emergency they would be able to summon help.
 - A defibrillator is available on school site.
 - The school carries liability insurance and any complaints should be set out in accordance with the schools' complaints procedure (refer to the School Complaints and Vexatious Policy).

6 ASTHMA

- 6.1 From the 1st October 2014, the Human Medicines Regulations 2014 will allow schools to keep a Salbutamol inhaler for use in emergencies.
- 6.2 The emergency Salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency Salbutamol inhaler has been given, who have either been diagnosed with Asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- 6.3 The emergency Salbutamol inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken).

- 6.4 In school, we have:
- 3 emergency Salbutamol inhalers and 2 spacers, which are all clearly labelled.
 - Register of Parental Consent
 - “RED” Asthma Emergency Note - to go home.
 - School Emergency inhaler useage logbook where staff must record usage
 - **Staff must also record the usage in the main Asthma register located in the school office stating that it is the schools emergency inhaler that has been used.**
 - These are located in the School Office, Cedar House and Beech House
 - **To avoid possible risk of cross infection, the plastic spacer is NOT to be re-used and must be sent home with the child (for future personal use)**

7 STAFF RESPONSIBILITIES

- 7.1 First Aiders are available to support in an emergency situation
- 7.2 Inhalers are checked monthly.
- 7.3 Replacement inhalers are obtained before the expiry date.
- 7.4 Replacement spacers are reordered and replaced after use.
- 7.5 Empty / out-of-date inhalers are disposed of at the local pharmacy.

8 ALL STAFF RESPONSIBILITIES

- 8.1 The blue plastic inhaler ‘housing’ is cleaned and dried and returned to the relevant pack after use.
- 8.2 Staff must inform the school office if a school emergency Salbutamol inhaler has been used so that a new spacer can be ordered.
- 8.3 School emergency inhaler usage logbook - staff **MUST** record usage.
- 8.4 Staff must also record the usage in the main Asthma Register located in the school office stating that it is the schools emergency Salbutamol inhaler that has been used.

9 POLICY INTO PRACTICE

- 9.1 There is a need for proper documentation at all stages when considering the issue of support for pupils with **Special Medical Needs** in school.