



# Amherst School (Academy) Trust

## Medical Needs Policy

<b>Policy Title</b>	<b>Medical Needs Policy</b>
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<b>Policy Reference</b>	<i>Based on KCC model policy 2015</i>
<b>Function</b>	For Information and Guidance
<b>Status</b>	Statutory (DfE Dec 2014)
<b>Audience</b>	Parents, Governors, Headteacher, Teachers, Support Staff, the Department for Education
<b>Ownership / Implementation</b>	The Headteacher and the Governing Body have overall responsibility for ensuring that this policy is implemented.
<b>Review Frequency</b>	3 yearly
<b>Date Approved by Full Governing Body</b>	Responsibility delegated to the Staff and Pupil Welfare committee.
<b>Date Approved by Staff and pupil welfare committee</b>	October 2023
<b>Date for Review</b>	October 2026



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### Introduction

Section 100 of the Children and Families Act places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their schools with medical conditions. In meeting the duty, the governing body must have regard to guidance issued by Secretary of State under this section. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Many pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines responsibilities and procedures for supporting pupils at Amherst School who have medical needs.

### Children and young people

- Children are encouraged and supported to take an active role in managing their medical needs to develop their confidence and encourage their independence. The school works in collaboration with parents to support this.
- All children will learn about keeping themselves safe and healthy as part of the curriculum.

### Parents and guardians

- Parents are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely unwell and/or infectious.
- Parents are responsible for keeping their children at home for the recommended number of hours after a period of infectious illness. For sickness and diarrhoea this is a minimum of forty eight hours after the last occurrence. This period varies according to disease and precise details are available from the school office.
- Parents are responsible for providing the Headteacher with sufficient and up-to-date information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher and/or Inclusion Manager, they should reach agreement on the school's role in helping their child's medical needs.
- Where appropriate, parents are responsible for providing the school with any necessary medication and replacing it as necessary to ensure it is in date.
- Parents' religious and cultural views should be respected.

### The Headteacher

- The Head is responsible for implementing the governing body's policy in practice and for developing detailed procedures, including developing individual healthcare plans.



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- For health care relating to medical conditions such as asthma and allergic reactions an online health care plan will be requested.
- When the school is notified that a pupil has a significant long term medical condition, the Inclusion Manager will invite the parent/carers for an initial discussion to share information. This will inform shared decisions about the school's role in supporting the child's medical needs and whether a health care plan is needed.
- When staff volunteer to give pupils help with their medical needs, the Head should agree to their doing this, and must ensure that staff receive proper support and training where necessary.
- Day-to-day decisions about administering medication will normally fall to the Head.
- The Head is responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable and for ensuring supply teachers are appropriately briefed.

### Teachers and other school staff

- Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- If staff are to administer medication, they may only do so if they have had appropriate training.

### Staff Training

The following staff have received training:

#### School First Aiders (full certificate)

- Andrew Reid                      Headteacher
- Anelle Skein                      Finance Officer
- Hayley Hansford                  Receptionist
- Nicola Grobbelaar                Administration Officer
- Sally Elliott                        Receptionist
- Selina Talliss                      Receptionist
- Tracey Pound                      Midday Supervisor/After School Club
- Vicky Palmer                        Administration Officer

The following staff will administer medication:

- Andrew Reid                      Headteacher
- Anelle Skein                      Finance Officer
- Hayley Hansford                  Receptionist
- Karen Wicks                        Business Manager
- Nicola Grobbelaar                Administration Officer
- Sally Elliott                        Receptionist
- Selina Talliss                      Receptionist
- Tracey Pound                      Midday Supervisor/After School Club
- Vicky Palmer                        Administration Officer



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### Other health professionals

The school will access support and advice as necessary from appropriate health professionals in conjunction with meeting the needs of pupils with medical needs. This may include: the local health authority; the school health service; the school nurse; the general practitioner (with the consent of the child's parents); the community paediatrician; physiotherapists and occupational therapists.

### Complaints concerning provision for meeting medical needs

The normal arrangements for the treatment of complaints at Amherst School are used for complaints about provision made for medical needs. We encourage parents to discuss their concerns with the class teacher in the first instance. This should be referred to the Headteacher if unresolved before making a formal complaint to the Chair of the governing body. The complaints process is outlined in the Complaints Policy, a copy of which can be found on the school website.

### Short term medical needs

- At times, it may be necessary for a child to finish a course of prescribed medication at school. Parents will need to provide consent in advance by completing the administration of medicine form available on the school website. Where possible, parents will be encouraged to administer the medicine outside school hours.
- Parents can administer non-prescribed medication to their child during the school day by prior arrangement with the school office.
- In exceptional circumstances, and only at the discretion of the Headteacher, non-prescribed painkillers may be administered for short term ailments such as broken bones when a written request from parents has been received and maximum dosage/previous dose taken has been verified.

### Long term medical needs

The school needs to have sufficient information of any pupil with long term medical needs. The school will arrange for a health care plan to be completed for such pupils, involving the child, the parents and relevant health professionals. The health care plan will identify how the child will be supported to ensure they have full and safe access to education, including school trips and physical education. The school will ensure that appropriate staff have the necessary training to meet the health care plan.

### Health Care Plans

The following information will be recorded on individual health care plans, as appropriate:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs
- specific support for the pupil's educational, social and emotional needs
- the level of support needed
- who will provide this support and cover arrangements for when they are unavailable
- who in school needs to be aware of the child's condition and the support required
- separate arrangements or procedures required for school trips
- what to do in an emergency



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### Administering medication

- No pupil will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including
  - name of medication
  - dose
  - time and frequency of administration
  - length of course of medication
  - expiry date
- Medication will be administered by staff who have received appropriate training.
- Staff will complete and sign a written record each time they give medication to a pupil.
- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.

**Administration of emergency medication including rectal diazepam in epilepsy and febrile convulsions, insulin for diabetes and the anaphylaxis procedure** will be undertaken by designated staff who will be named of the child's health care plan. These staff

will have regular training in the administration of medication for these medical conditions where appropriate e.g. epi-pen training.

### Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

### Storing medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration.
- Pupils should know where their medication is stored.
- Asthma inhalers are kept in the school office and are made accessible to the pupils as needed.
- Other medicines are kept in a secure place not accessible to pupils.

### Disposal of medicines

Parents must collect medicines held at school at the end of each school year. Parents are responsible for disposal of date-expired medicines.

### Hygiene/infection control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

### Emergency procedures



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Designated staff have regular training in First Aid (and Epi-Pen) and know how to call the emergency services.

A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive. All parents and carers complete the Emergency Medical Treatment consent form as part of the induction process.

### **School trips**

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. In some circumstances a parent or family carer might be invited to accompany a particular pupil in order to support their medical needs. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice.

### **Sporting activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE or games will be included in their individual health care plan. Some pupils may need to take precautionary

measures before or during exercise and/or need to be allowed immediate access to their medication if necessary.

It is the responsibility of parents to inform club providers of their child's medical needs, so that those providing relevant clubs are also kept fully aware of relevant medical conditions and emergency procedures.

### **Confidentiality**

The school will treat medical information confidentially although information to ensure the safety and well-being of the child will be shared with appropriate staff. All teachers have a record of pupils' medical needs in their class file online and in the class medication box, which is kept in the school office, so that they are kept fully aware of relevant medical conditions and emergency procedures. There will also be copies in the kitchen and in the lunchtime supervisors folder. These are stored to ensure that they are accessible but not on display.



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AMHERST SCHOOL

### ADMINISTRATION OF MEDICINES

**I GIVE PERMISSION FOR THE OFFICE STAFF/TEACHERS TO ADMINISTER THE FOLLOWING MEDICATION**

NAME OF CHILD	
CLASS	

**MEDICINE**

NAME OF MEDICINE		
EXPIRY DATE		
DOSE		
ADMINISTRATION TIMES		
STARTING ON		
ENDING ON		

PARENT SIGNATURE		DATE	
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**PLEASE NOTE THAT PARENTS, NOT CHILDREN, SHOULD BRING MEDICINES TO THE OFFICE. IT IS THE RESPONSIBILITY OF THE CHILD TO COME TO THE OFFICE AT THE APPROPRIATE TIME FOR THEIR MEDICINE.**

**RECORD**

DATE	TIME	NAME	SIGNATURE



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### HEALTHCARE PLAN FOR PUPIL WITH MEDICAL NEEDS

PUPIL INFORMATION	
NAME OF CHILD	
DATE OF BIRTH	
CLASS	
CONDITION	

Attach  
photograph  
here.

GP	
NAME	
PHONE NO	

CONDITION

TRIGGERS

SIGNS & SYMPTOMS





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### PLEASE GIVE FULL DETAILS OF CARE REQUIRED

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### DAILY CARE REQUIREMENTS (E.G. BEFORE GAMES / AT LUNCHTIME)

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### DESCRIBE WHAT CONSTITUTES AN EMERGENCY FOR THE PUPIL, AND THE ACTION TO TAKE IF THIS OCCURS

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### FOLLOW UP CARE:

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SIGNATURE		DATE	
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### FOR OFFICE USE

OFFICE FILE		CLASSROOM TEACHER	
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