

Trust Policy

Supporting Pupils with Medical Conditions policy

Trust Policy	
Monitoring	Frame of engagement
Author	Tracy Othen
Member of Staff Responsible	Executive Principal
Consultation Parameters	Trust Board
Date of Policy	September 2018
Review Cycle	3 Years (Trust Board to determine)
Date of Review	Autumn 2021
Website	Yes

School Level Policy	
Statutory Policy	Yes
Member of Staff Responsible	Headteacher
Review Cycle	Autumn 2021 – 2 years
Approval	Proprietors of academies to determine
Legislation	Children and Families Act 2014 section 100. DFE Statutory guidance Supporting Pupils at School with Medical Conditions.

Statement of Intent

The Priory School Trust has the highest regard for the health and wellbeing of pupils in its (academy) schools and is committed to supporting pupils with medical conditions.

We will ensure that pupils with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Aims

To ensure the needs of children and young people with medical conditions are effectively supported in consultation with health professionals, their parents and the pupils themselves.

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- ensure a sufficient number of staff are suitably trained;
- liaise as necessary with medical professionals in support of the individual pupil;
- monitor and keep appropriate records

Legislation

The policy should meet the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

The Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#) should be followed.

School level policy

Schools within the trust are responsible for their Supporting Pupils with Medical Conditions policy, which is a statutory policy for schools and is listed by the Department for Education.

Purpose

The purpose of this policy is to outline how the school will support pupils with long-term medical conditions that potentially limit their access to education, requiring extra care and support and for short-term illnesses, whilst pupils are on a course of medication.

Scope

1. Aims and legislation
2. Roles and responsibilities of key staff
3. Identifying medical conditions
4. Individual Health Care Plans (IHCPs) and Parental Agreements
5. Administering medication (to include storage, disposal of medicines)
6. Pupils managing their own needs
7. Emergency Procedures
8. Training

Review and approval

The Headteacher/Principal decides the review cycle and approval for their policy.
The policy will be made available on the school website and accessible to stakeholders.

School Level Policy – Reviewed Autumn 2021.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that 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. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **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.

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. The school takes advice and guidance from the Shropshire Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible. Contact details for our School Nurse can be found in the school prospectus which also states a copy of this policy is available to parents.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to assist with administering medication in exceptional circumstances . If this is the case an appropriate container, containing only the quantity required for school use with the prescription and dosage regime, typed or printed clearly on the outside must be used. The school will only administer medicines in which the dosage is required 4 times a day. 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.
- that 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.
- 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.
- 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 medicine is the responsibility of the individual concerned and not the school.