

SUAT Policy						
LGCS Appendix	Supporting Pupils with Medical Conditions					
Approved by	CEO/LAC	Issue Date	Dec 2019	Review Date	Dec 2021	
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

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

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association regarding their indemnity policy. In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

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 Staffordshire Medication Policy and Medication Guidance:

<http://education.staffordshire.gov.uk/Schoolbag/2014/May/19-May/19-May-Supporting-Pupils-at-Schools-with-Medical-Conditions.aspx>

Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations (See Health and Safety Policy).

Charnwood Primary School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Aims

- To ensure as little disruption to our pupils education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

Definition

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. School will only administer medication given by the

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doctor accompanied by a signed consent form from parents. Any pupil who is infectious or too poorly should not attend school until they are well enough.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

Provision and Organisation

The school will follow the guidance given by Staffordshire LA regarding supporting pupils with medical needs in school.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Charnwood Primary School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school/centre can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required.

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

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Controlled medication will be stored in a fridge in the medical room. This room can be locked. The key is kept with the other keys in school and staff will be aware of where this is. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in their tray if in class.

Emergency medical supplies are kept in the medical room in a locked cupboard. The IHCP will state the exact location of these emergency supplies for individuals.

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Principal and Local Academy Council.

The Vice Principal will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right may be selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- SEN Advisory Team
- Specialist Support Groups
- Staffordshire Parent Partnership
- SEN Assessment Team
- Educational Psychology Team

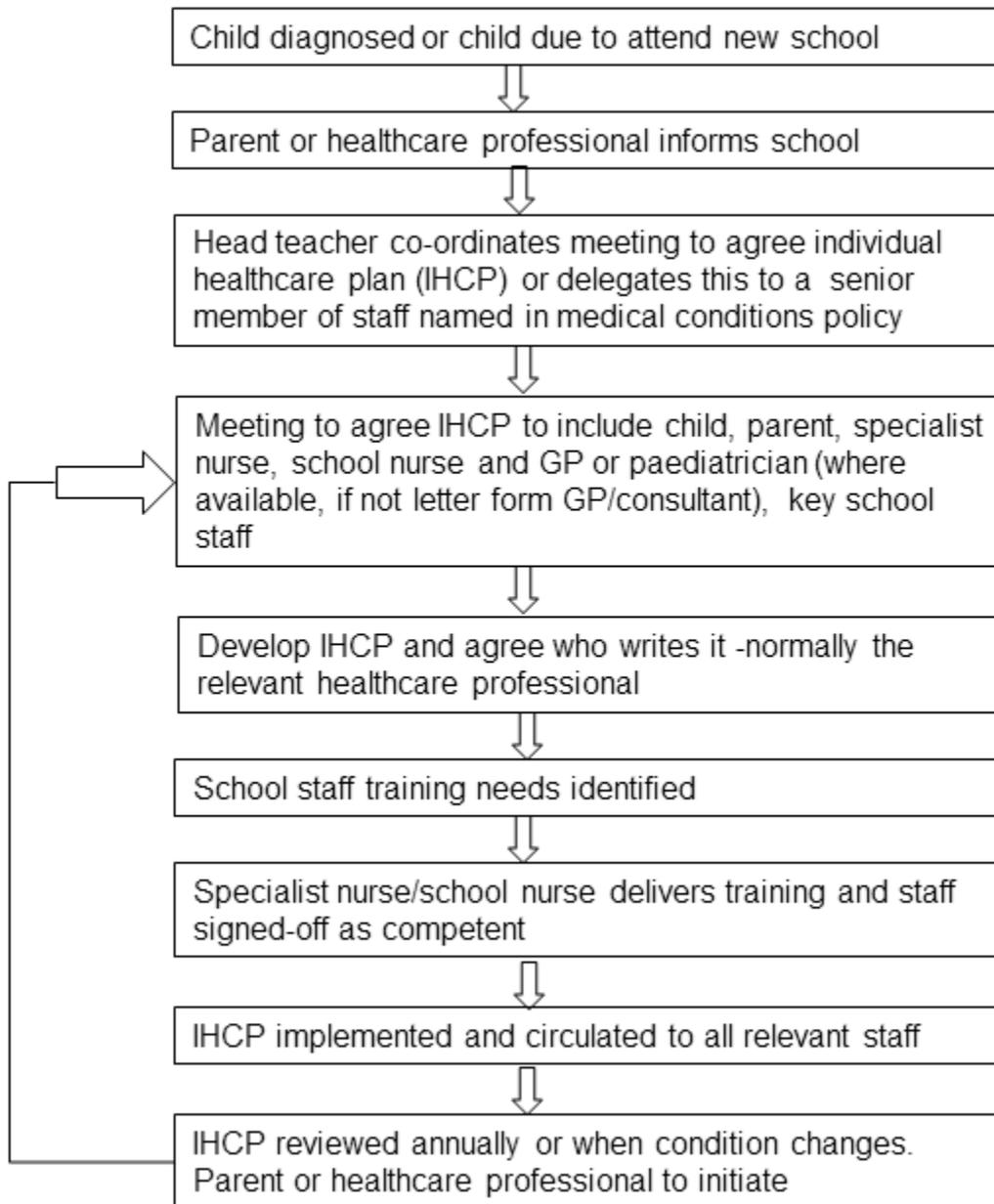
Will be regularly contacted to support and advise school in the devising and management of this policy.

Monitoring and Evaluation

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school, with support from relevant health specialists.

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This policy will also be made available to parents through the governors' annual report and via the parents' notice board. We ask parents to notify school immediately regarding any change in medical information.



Policy Agreed: December 2019
To be reviewed: December 2021

We have carefully considered and analysed the impact of this policy on equality, and the possible implications for pupils and protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (see also Equality and Accessibility plans).