

# SOKE EDUCATION TRUST

## Supporting Pupils with Medical Needs and Those Who Cannot Attend School Policy

Approved via Governorhub

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## **Supporting Pupils with Medical Needs and Those Who Cannot Attend School Policy**

### **Introduction**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many 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 John Clare Primary School who have medical needs.

### **Legislation & Guidance**

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

### **Role and Responsibilities**

#### **Parents, Guardians and Carers**

- Parents, Guardians and Carers 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.
- Parents at John Clare Primary School are asked if their child has any health conditions or health issues on the enrolment form. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- Parents are responsible for providing the school with sufficient information about their child's medical condition and treatment or special care needed.
- Parents and the school will work together to reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School will seek advice where necessary to fully support the child's needs.
- Parents' religious and cultural views should always be respected.

#### **The Governing Body**

The Governing Body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff

#### **The Head Teacher**

The Head Teacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When staff volunteer to give pupils help with their medical needs, the Headteacher should agree to their doing this, and must ensure that staff receive proper support and training where necessary.

#### **School staff**

Teachers and school staff 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.

## **Other Health Professionals**

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The Local Health Authority
- The school nurse
- The General Practitioner (with the consent of the child's parents)
- The Community Paediatrician

## **Supporting Pupils**

### **Short term medical needs**

At times, it may be necessary for a child to finish a course of medication at school. Only medicines prescribed by a doctor that require four or more doses a day will be administered by school staff. Written permission including when, why and how much must be given in advance and medicines must be provided in the original container detailing the child 's information and dosage details. Staff do not administer pain medication for casual ailments.

### **Long term medical needs**

The school needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents and relevant health professional.

### **Individual Health Care Plans**

John Clare Primary School uses a Health Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Health Care Plan if required. If a child has asthma, then an asthma plan will be filled out with the correct dosage required.

Health Care Plans enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- the Head Teacher, Deputy Headteacher, SENCO
- the parent or guardian
- the child (if sufficiently mature)
- class teacher
- teaching assistant
- school staff who have agreed to administer medication or be trained in emergency procedures
- the child's GP or other health care professionals.

### **Administering medication**

Only orally administered medicines can be given by staff members, staff are not able to carry out invasive administration of medicines including giving eye drops/creams or the removal of splinters. 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
- Method of administration
- Time and frequency of administration
- Storage requirements
- Expiry date
- Other treatment
- Any side effects
- School will seek written consent for agreeing to administer the medication

- Staff will complete a record log each time they give medication to a pupil and this information will be sent home.
- In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult.
- 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.
- Staff who have had training will be able to administer medication.
- All staff who have been trained have agreed to do so on a voluntary basis.

### **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.

### **School trips and residential visits**

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. 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 request that parents seek written medical advice from the child's GP.

John Clare Primary School and staff understand that there may be additional medication, equipment or other factors to consider when planning residential visits. Staff consider additional medication and facilities that are normally available at school.

### **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 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. Teachers should be aware of relevant medical conditions and emergency procedures.

### **Physical Environment**

John Clare Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions.

### **Confidentiality**

The school will treat medical information confidentially. The school will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Strong medication as agreed within a Care Plan**

- 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.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- Pupils should know where their medication is stored.
- Asthma inhalers are allowed to be administered by the pupils with staff overseeing the dose; information is sent home, regarding the dose and timings of administration, to parents via Parent Mail.
- 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 term. Parents are responsible for disposal of date expired medicines.

It is the parent's responsibility to notify the school in writing if the pupils need for medication has ceased.

### **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**

Allocated staff have regular training in First Aid 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.

### **Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure**

The administration of medication for these medical conditions requires specific training and procedures. A log of those trained for more complex medications and procedures is kept and updated. Specific training is sought on 'need' basis.

## **Children with Health Needs who cannot attend school**

### **If the school makes arrangements**

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school. Learning will be set remotely using the Google classroom/SeeSaw. During the period of absence the school will provide regular pastoral information and support including letters from peers, newsletters etc.

In such an event the parents and school SENCO will work together to look at what work is appropriate and a timescale for integration.

### **If the local authority makes arrangements**

If the school can't make suitable arrangements they will discuss the situation with the Specialist Teaching team at Cambridgeshire County Council/Peterborough City Council who will work with the school to support suitable education for these children.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil.
- Share information with the local authority and relevant health services as required.
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully.
- When reintegration is anticipated, work with the local authority to:
  - Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible.
  - Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school).
  - Create individually tailored reintegration plans for each child returning to school.
  - Consider whether any reasonable adjustments need to be made.