

**GARSTANG ST THOMAS CHURCH OF ENGLAND SCHOOL**  
**POLICY: SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

### **Regard to Documentation**

At Garstang St Thomas Church of England school, we will have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', April 2014
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Special Educational Needs Code of Practice (September 2014)
- Other school policies, such as First Aid and Medicines, Safeguarding and Child Protection.

### **Definition**

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

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

### **Requirements**

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 school 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 so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The Head teacher is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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 must ensure the safety of all pupils in their care. This duty also extends to teachers leading activities off the school site. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved.

The prime responsibility for a child's health lies with the parents/carers who are responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the local authority, health professionals and the child's GP in addition to the information provided by parents/carers in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected, for example, class mates.

### **Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits

- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents/carers.
- Ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents/carers to administer medicine where this interrupts their working day.
- Require parents/carers to accompany their child (with a medical condition) on a school trip as a condition of that child taking part.

### **Entitlement**

Garstang St Thomas Church of England School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs.

Employees:

- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of the headteacher or deputy headteacher any concern or matter relating to the support of pupils with medical conditions.

### **Expectations**

It is expected that:

- Parents/carers will inform school of any medical condition which affects their child.
- Parents/carers will supply school with appropriately medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents/carers will ensure that medicines to be given in school are in date and clearly labelled.
- Parents/carers will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Garstang St Thomas staff will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan.
- School staff will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.

- Transitional arrangements between schools will be completed in such a way that Garstang St Thomas staff will ensure full disclosure of relevant medical information, healthcare plans and support needed in good time for the child's receiving school to adequately prepare.
- Individual healthcare plans will be written, monitored and reviewed regularly by the Inclusion Leader and will include the views and wishes of the child and parent/carer in addition to the advice of relevant medical professionals.

### **Procedure**

The Governing Body of Garstang St Thomas Church of England School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

### **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the main school office. Children with medical conditions which may require emergency attention, for example, epilepsy or diabetes, will have their names and details recorded in the class register. All adults working alongside the child will have their attention drawn to this information, including supply teachers. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

### **In an emergency**

In a medical emergency, staff have been appropriately trained to administer emergency first aid if necessary.

If an ambulance needs to be called, staff will:

- Dial 999
- Give their name, telephone number, location including postcode for ambulance navigation systems, location within the school - best entrance for the ambulance crew and where they will be met by a staff member, the name of the child.
- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents'/carers' names and any known medical conditions.

In the absence of a parent/carer, a member of staff will always accompany a child taken to hospital, by ambulance, and stay until the parent/carer arrives. Staff cars should not be used for this purpose. Parents/carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.

### **Administration and storage of medicines**

#### **See First Aid and Medicines policy**

#### **Administration of an Epi-pen**

Any member of staff can administer an Epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count stated on the epi-pen before being withdrawn. An ambulance must be called for a child who may require an epi-pen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the Epi-pen. If symptoms are more severe, the Epi-pen should be given immediately. An ambulance must be called immediately. Parents/carers should be contacted after this call has been made.

## **Complaints**

Should parents/carers be unhappy with any aspect of their child's care at Garstang St Thomas School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of Senior Leadership, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents/carers must make a formal complaint using the Garstang St Thomas Complaints Procedure.