

# Highfield Primary School

## Medical Needs Policy

This policy has been drawn up using guidelines from the London Borough of Enfield.

Highfield Primary recognises that many pupils at some time may have a medical condition that affects their participation in school life. For many this will be short term eg finishing a course of medication. Pupils who have medical condition, which if not properly managed, may limit their access to education, will be regarded as having a medical need. All pupils with medical needs have the same rights of admission as other pupils and cannot generally be excluded for medical reasons. Most should be able to attend school regularly and with some support from the school can take part in normal school activities.

The school will:

- Put into place management structures with clear responsibilities eg named person within the school to aid communication with other parties to attend reviews and to facilitate general communication between pupil and school
- Monitor a pupil's attendance and mark registers so that they show if a pupil is, or ought to be receiving education otherwise than at school eg hospital/home tuition
- Notify the school's Education Welfare Officer if a pupil is/or is likely to be away from school for more than 15 working days
- Put into place strategies for ensuring support in case of long-term absence, including the provision of assessment, curriculum plans and work programmes
- Liaise with home and hospital teaching services to enable them to draw up an education plan to cover the education for a pupil who is likely to be at home for more than 15 working days and for pupils with chronic illnesses who regularly miss some school. This plan will be agreed with appropriate health service personnel. Pupils who are admitted to hospital on a recurring basis will have work provided to take into hospital with them
- Be active in the monitoring of progress and in the reintegration into school, liaising with other agencies as necessary

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- Ensure a partnership between home and school and encourage a sharing of necessary information
- Will seek help and advice from appropriate agencies eg School Nurse Service, Community Paediatrician, Health and Education Access and Resource Team (HEART), Educational Psychology Service and will support staff to access advice, training and information
- When needed will draw up individual Health Care Plans with parents/carers to ensure school staff have sufficient information to understand and support pupils with medical needs and where appropriate encourage children to contribute to his/her plan
- Health Care Plans will be annually updated with the parents/carers, the school's Welfare Officers and School Nurse and where appropriate the pupil
- Treat medical information confidentially, only disclosing it to those who need to know to be able to support the pupil and with the agreement of the parent/carer
- Consider the need for assessment under the SEN Code of Practice
- Take into account the pupils' views and those of their parents/carers
- Inform parents/carers of any deterioration noticed in a pupil's health over time
- In emergencies act in loco parentis and administer the necessary assistance. An ambulance will be called, even when there is a health care plan to support needs. In non-urgent medical situation where there have been no prior agreements or training, no administration of medicines will be undertaken
- Ensure that pupils with Health Care Plans will be highlighted to all staff and their details given to class teachers. Copies of their care plans will be posted in the staff room
- Make sure staff are aware of what is expected of them, their responsibilities are clearly defined and that they receive appropriate training

#### Administration of medication

- The pupil's GP or Consultant should confirm that the child is fit to attend school whilst taking prescribed medicines
- School staff will not administer medication without first receiving appropriate training. Pupils who can be trusted to do so should manage their own medication from a relatively early age and may

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only need staff to supervise (eg asthma inhalers) and where appropriate should be encouraged to contribute to his/her Health Care Plan

- Parents/carers have to give written prior agreement for any medication to be given
- Pupils who refuse to take medication will not be forced to do so by staff but parents/carers will be informed as a matter of urgency and if appropriate emergency services called
- The school will keep detailed records of administration of medication and provide copies for parents/carers

#### Parents/carers should:

- Notify the school of any medical condition when the child is first admitted to school or if any medical condition develops and also of any change in circumstances relating to the child's needs
- Work in partnership with the school, sharing necessary information and attending meetings
- Make their own arrangements to come and give any prescribed medication to their child/children
- Collect any unused medication regularly eg at the end of each term and be responsible for the disposal & replacement of date expired medicines
- Keep children at home when they are unwell
- Inform the school of any changes of personal and emergency contact numbers

#### Access and storage of medicines

- All medication is to be clearly labelled
- KS1 asthma inhalers are to be kept in the child's classroom where they can be monitored
- KS2 asthma inhalers to be kept in child's class/on their person so they have easy access
- Medicines to be stored in Welfare cabinet and given only under supervision with parents/carers written consent for children with special medical needs
- Pupils with Health Care Plans have their own storage area in the Welfare room for medicines.
- Epipens for KS1 are to be clearly labelled and kept securely in KS1 staff room and Epipens for KS2 are to be clearly labelled and securely kept in the welfare room.