



Star Primary school Medical Care Policy

Article 2: You have rights no matter who you are and where you come from.

Article 3: You are a priority when decisions are being made about you.

Article 23: Every child, no matter what their needs, has the right to a full and active life.

Introduction:

Star Primary school welcomes and supports pupils with medical and health conditions. We aim to include all children with medical conditions in all activities, including off site visits, differentiated as appropriate. We recognised that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010. This policy meets the requirements under section 100 of the Children and Families act 2014 which places the duty on governing boards to make arrangements for supporting pupils with medical conditions.

Aims:

This policy aims to ensure that:

- ★ Pupils, staff and parents understand how our school will support pupils with medical conditions.
- ★ Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The governing body of the school, the Senior leadership team and the Pastoral Team will implement this policy by:

- ★ Making sure that staff are suitably trained
- ★ Making staff aware of pupils conditions where appropriate
- ★ Making sure that where cover arrangements are in place staff is available to support pupils with medical conditions.
- ★ Provide cover teachers with appropriate information
- ★ Developing and Monitoring individual Health care plans

Roles and Responsibilities:

Headteachers Responsibilities

- ★ Ensure that the school is inclusive and welcoming and to all pupils with medical needs.
- ★ The medical policy is in line with local and national guidance and policy frameworks.
- ★ Ensure that the policy is put into place with good communication of the policy to all staff members.
- ★ Ensure every aspect of the policy is maintained.
- ★ Ensure that there is sufficient number of trained staff available to implement the policy and deliver all individual healthcare plans, including in contingency and emergency situations.
- ★ Ensure that systems are in place for obtaining information about a child's medical needs.

Named Medical Staff member

This person is usually, but not limited to a member of the Pastoral team.

- ★ Liaise with parents, healthcare professionals and special education needs co-ordinator where applicable to ensure that the child medical condition is supported and that they child does not fall behind in their schoolwork because of the medical condition
- ★ Ensure information held by the school is accurate and up to date and that there are good systems in place to share the information with relevant staff members.
- ★ Ensure pupil confidentiality as required.
- ★ Access the training and development needs of staff and arrange for them to be met.
- ★ Arrange provision of regular training for school staff in managing the most common medical conditions in school.
- ★ Ensure all new staff are trained in the most common medical needs and aware of systems in place as part of their induction.

- ★ Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- ★ Ensure that absence due to medical needs are monitored and alternative arrangements are in place for continuing education alongside class teachers and Phase group leaders.
- ★ Ensure that individual health care plans are completed and reviewed annually.
- ★ Check medication held in school termly for expiry dates and dispose of accordingly.
- ★ Inform parents when supply of medicine needs replenishing or disposing of.
- ★ Quality assure record keeping.
- ★ Maintain effective communication with parents, along with the class teacher in informing a parent if their child had been unwell during school.

Staff responsibilities:

- ★ Be aware of potential triggers, signs and symptoms of common medical problems in the school and know what to do in an emergency.
- ★ Understand and implement the medical policy.
- ★ Know which pupil in their class has a medical condition.
- ★ Allow all pupils with medical conditions immediate access to their emergency medication.
- ★ Ensure that the medication is carried with on school excursions or outside of the class activities such as PE.
- ★ Be aware of pupils with medical conditions who may be subjected to bullying or need extra social support and refer to the Pastoral Team.
- ★ Ensure that pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in such as extracurricular clubs.
- ★ Ensure that children who have missed school due to medical appointments or longer spells of absence catch up with work either by assigning work on the google drive, for the pupil to complete if they are well enough, or when they are back in school.

Parental responsibility:

- ★ Inform the school if their child has or develops a medical condition.
- ★ Immediately inform the Named medical person or reception staff if there are changes to their child's condition or medication.
- ★ Ensure that they or their emergency representative is contactable at all times.
- ★ Administer medication out of school hours where possible.
- ★ Ensure that the school is supplied with correctly labelled in date medication.
- ★ Collect out of date medication and dispose of as appropriate.

Planning Ahead:

We have a responsibility to plan ahead for all pupils with medical conditions who apply for a place in our school. This is done by:

- ★ Ensure that a named person will ensure that there is a care plan in place before a child is admitted on roll.
- ★ Where children develop significant medical conditions and are already on roll, the named person in conjunction with the parents and relevant medical professional body will create a care plan and update the relevant staff members.
- ★ Have record keeping procedures in place for the administration of medications.
- ★ Have storage facilities in place for medication.
- ★ Have a suitable area within the school for undertaking health care procedures.
- ★ Have suitable toilet facilities for pupils which are safe, clean and pleasant to use.
- ★ Having flexible policies which take into account medical conditions e.g. we don't refuse a pupil whose medical conditions require access to a toilet at any time access to toilets.

- ★ Follow the guidance provided by the local authority in “supporting children and young People with Medical conditions in school” January 2015.

Administration of medication.

- ★ Staff will only administer medication prescribed by a medical professional.
- ★ Parents must sign the Administration of medication form giving the school consent to administer the medication.
- ★ The school will only administer prescribed by a medical professional when it is in the best interest of the child to be in school.
- ★ All prescribed medication will be kept in the First aid room.
- ★ Where applicable for long term use of medication, the relevant records will be kept up to date by the person administering the medication and passed to the named medical person for storage.
- ★ Any member of staff may administer medication for which there is no training required.
- ★ Some medication will require staff to be trained and this training will be provided to a number of staff members in the event of a staff absence.
- ★ The school does not administer any generic medication. Parents need to administer generic medication e.g pain relief outside of school hours and in very specific circumstances, if the medication is needed during school hours, the parent needs to come to school to administer the medication.
- ★ The school will not hold any stocks of generic medication.

Administering of medication of school trips:

- ★ Staff ensure that they plan well for all children who take medication.
- ★ All information about any medical/health care needs which require management must be shared before the trip.
- ★ Any medication, equipment, health care plans are taken with on the trip and kept in appropriately during the trip.
- ★ Medical conditions are included on the general risk assessment and the appropriate response to a medical emergency is recorded.
- ★ For residential trips the parents will liaise with the school to discuss all medical conditions.
- ★ The parent/guardian and the school will jointly ensure that the medication is brought into school and the correct procedure for administering the medication is discussed.
- ★ Staff on the residential trip will ensure that all medication is administered according to the procedure as is stated on the medication.
- ★ All medication must be named and kept with the adult.

Policy Date: March 2024
Policy to be reviewed in March 2025

By the order of the governing Body

Head Teacher: _____

Date: _____

Chair of Governors _____

Date: _____