

Enfield Grammar School



Medical Needs Policy

Policy Agreed	December 2018
Policy Review	December 2021
Governors' Committee	Full Governing Body

Enfield Grammar School Medical Needs Policy

Legislation and Statutory Responsibilities

This policy meets the requirements under section 100 of the Children and Families Act 2014, which places a duty on schools to make arrangements for supporting pupils with medical conditions.

It is also based on the DfE statutory guidance: Supporting pupils at school with medical conditions (2014).

The School's SENDCo, along with Welfare staff, have written this policy on supporting pupils with medical needs. The Headteacher has overall responsibility for policy implementation.

It is the responsibility of the Governing Body to review the policy, agree the principles, and monitor its implementation.

Principles

Many pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term, for example finishing a course of medication. Other pupils have medical conditions that, if not managed, could limit their access to education. Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. Lists of pupils with known medical conditions are displayed on staffroom noticeboards (at the upper and lower school sites).

This policy defines the way in which Enfield Grammar supports the needs of pupils with medical conditions, whilst safeguarding staff by providing clear guidelines for the support they offer.

Aims

- To ensure that pupils with medical needs receive proper care and support in school.
- To provide guidance to staff, teaching and non-teaching, on how they should operate when supporting pupils with medical needs.
- To ensure that pupils, staff and parents understand how our school will support pupils with medical conditions.
- To ensure that pupils with medical conditions are properly supported to allow them access to the same education as other pupils, including school trips and sporting activities.

Roles and Responsibilities

Governing Body

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions.

The Governing Body ensures that the school has clear systems in place, in relation to this area of school life.

Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that school staff are appropriately insured.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Ensure that staff who are willing, or for whom care of pupils with medical needs falls within their job description, receive appropriate training to assist them to carry out their duties.
- Ensure that all parents are informed of the school's policy and procedures for medical needs.

Staff

- The welfare officer who agrees to accept responsibility for administering prescribed medication to a pupil will receive suitable training and guidance.
- Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- School staff are naturally concerned about their ability to support pupils with a medical condition, particularly if it is potentially life threatening. They need to understand:
 - The nature of the condition.
 - When the pupils may need extra attention.
 - The likelihood of emergency.
 - The action to take in event of an emergency.

There is no legal duty which requires school staff to administer medication. This is a voluntary role.

Pupils

Pupils with medical conditions will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual health plans (IHPs).

Parents/Carers

- Parents/carers are responsible for ensuring that their child is well enough to attend school.
- Parents/carers must provide the School with up to date information about their child's medical needs.
- Parents/carers will be involved in the development and review of their child's IHP.

Equal Opportunities

Enfield Grammar School is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure pupils with medical conditions are included.

Managing Medicines

The Governing Body have determined that staff will not actively administer medication to a pupil except where he is undergoing an emergency (.e.g. anaphylactic shock, severe asthma attack) or where he is physically unable to self-medicate under supervision.

The Governing Body have determined that non-prescribed medication will not be given to pupils, under any circumstances, except where a pupil suffers regularly from acute pain (e.g. migraine). In this case the parents must authorise and supply appropriate painkillers for their child's use, with clear, written instructions. The welfare officer will issue the medication and notify the parents.

The Governing Body have determined that school staff may, if willing, supervise pupils taking medication provided:

- a) there has been a written request from parents
- b) there have been written details from the parents or doctor including:
 - i. Name of medication
 - ii. Dose
 - iii. Methods of administration
 - iv. Time and frequency of administration
 - v. Other treatments
 - vi. Any side effects

The school will keep a record of medicine taken by pupils under supervision of named staff, using the form shown at appendix 1.

Where pupils refuse to take their medication under supervision, as requested by a parent or doctor, the staff will inform parents immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are available to school).

Parents will take responsibility for their child's medical needs at this point, by coming to collect their child or supervise medication personally, advising emergency action (e.g. ambulance), or allowing the pupil to remain un-medicated in school until the end of the school day. The school will, if in any doubt about a pupil's condition, contact the emergency services, with or without the parents' request or consent.

Storage of Medicine

Medicine brought into school must be handed to a welfare officer. This includes inhalers and epi-pens, where these are used under supervision. Pupils must know where their medicine is stored and be able to access it immediately with adult supervision when required.

- Two sets of medicine must be provided for storage; one for the lower school and one for the upper school.
- Medicines must be in the original container and labelled with the pupil's name and the dosage required.

Staff will not dispose of medicine. Parents/carers will collect medicines, such as inhalers, and they are responsible for the safe disposal of out of date medicines.

Pupils requiring Individual Health Care Plans

Health Care Plans (HCPs) capture key information and actions that are required to support the pupil effectively. The school will take into consideration the following factors when deciding which information should be recorded:

- The medical condition, its triggers, signs and symptoms and treatments.
- Arrangements for self-managing medication or for administration of medication by a member of staff.
- Who in the school needs to be aware of the condition. Where confidentiality issues are raised by the parent/carer/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- The pupil's needs in terms of medication, facilities, equipment.
- Support for the pupil's educational, social, emotional and mental health needs.
- Emergency arrangements and contact details.
- Additional arrangements for school trips to enable participation.

A Health Care Plan (HCP) is written in consultation with parents and pupils. Not all pupils with medical conditions require one. A HCP is appropriate where a pupil has a medical condition which may require emergency treatment or where a pupil has complex medical needs. Where a pupil has SEND but does not have an EHCP, the Special Educational Needs Co-ordinator (SENDCo) should be mentioned in the HCP. Where a pupil has a SEND identified in an EHCP, the individual Health Care Plan should be linked to or become part of the EHCP.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Emergency Procedures

In the event of an emergency, qualified First Aiders will be called and the necessary immediate care of the pupil will be assessed. The SLT will follow emergency procedures as required. Parents/carers will be contacted.

In the event of minor accident parents/carers or responsible adults will be contacted and asked to take any further actions such as GP or hospital visits.

In the event of the need to call an ambulance, the pupil will be accompanied by a member of staff and parents/carers or responsible adults contacted as soon as possible.

Transporting pupils to hospital should ordinarily be carried out by Ambulance or the parent/carer as detailed above. In exceptional circumstances and as a last resort, transporting pupils to hospital by private vehicle may be undertaken with the following caveats.

Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Staff training and Support

Any member of staff providing support to pupils with medical needs will have received suitable training.

First aid certified training is run by a member of staff who is qualified to deliver this training and training needs are reviewed regularly.

Concerns and Complaints

Enfield Grammar school aims to work in partnership with parents in the best interest of their children. Any complaint will be given careful consideration and will be dealt with fairly. Should any parents/carers be dissatisfied with the support provided they should follow the school's complaint procedures, a copy of which is obtainable from the school office.

Monitoring

This policy will be reviewed and approved by the Governing Body every 3 years.

