





# GARSTANG COMMUNITY PRIMARY SCHOOL

## MEDICAL NEEDS POLICY

### STATEMENT OF PRINCIPLES

#### School Mission Statement

At Garstang Community Primary School we wish to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education

#### Aims

- To ensure as little disruption to our pupils' education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems including hospital teachers, Lancashire Education Medical Service (LEMS), Lancashire Educational Inclusion Service (LEIS) and specific support groups.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

### CONTEXT

This policy should be read in the context of whole school policies related to:

- Learning and Teaching
- Safeguarding/Child protection
- Anti-bullying
- Health and safety
- Attendance
- Care and control
- SEN
- Single Equalities

### DEFINITION

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

(a) Short-term affecting their participation in school activities which they are on a course of medication.

(b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

LAs and 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 employer 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 who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs 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 may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

## ENTITLEMENT

The school accepts that pupils with medical needs should be assisted if possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## IDENTIFICATION

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities. We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

## PROVISION AND ORGANISATION

The school will follow the guidance given by Lancashire Education Authority regarding supporting pupils with medical needs in school.

For children with long term conditions a care plan will be produced in partnership with parents. This will be updated at least annually or more often if required.

The staff will be briefed regarding new care plans and the class teacher and SENCo will keep a copy. There will also be a copy on display in the staff room.

The care plan will include

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency

Training regarding specific conditions will be delivered as required. We aim to provide training within the term of a new pupil beginning school but if necessary before they commence their education at GPS.

General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy.

## STORAGE OF MEDICATION

***Pupils will not be able to carry any medication. No pupil is allowed to have any non-prescription drugs in school;*** this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Medication will be stored in the medical needs cupboard in the head teacher's office. This is locked at all times however the key is in the door to ensure easy access during an emergency. The cupboard is out of reach of children. Any EpiPens are stored with the pupil's class teacher. Pupils with a prescription inhaler for asthma should have it in class in the medical box clearly marked with the pupil's name.

All other medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labeled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container. A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labeled. **This policy does not replace the protocol and procedures already in place in school for emergency situations.**

## ROLES AND RESPONSIBILITIES

The ultimate responsibility for the management of this policy in school is with the Head teacher and Governing Body.

The SENCo will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

All staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

## CONSULTATION, MONITORING AND EVALUATION

This policy has been written with LA guidance and in consultation with Governors and staff. It will be monitored and evaluated by the Governors' Curriculum Committee.

The policy will be reviewed annually

Reviewed January 2019

Next date for review: January 2020

Signed: *V.L.Knagg*