

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

The contents of this document concentrate in the main on medical issues but Newton Leys Primary School and Nursery is aware of the wider context created by the extension of the requirements of the Disability Discrimination Act 1995 to the field of education in general and the new Disability Code of Practice. We are therefore developing this policy and putting into place the relevant procedures to ensure we are a fully inclusive school.

Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations. (See Health and Safety Policy)

Rationale

Newton Leys Primary School and Nursery wishes 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/ physical 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
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

Definition

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. Any pupil who is infectious or too poorly should not attend school until they are well enough (see Administration of medicine Policy). This policy relates to pupils who have a recognised medical/ physical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school.

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 where feasible. 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 outside agencies and the parents regarding supporting pupils with medical/ physical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents. Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Newton Leys Primary School and Nursery. 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. Pupils requiring continuous support for a medical/ physical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required

An IHCP will include:

- Details of the child's condition
- 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
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

Parents will be contacted if there is an illness in the school that has the potential to have a damaging effect on the child.

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP. All trained 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.

Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified 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 First Aid Room. This has a locked and unlocked compartment. The key is kept at a high level in the room and staff will be aware of where this is. Pupils with a prescription inhaler for asthma should carry it with them at all times if moving around school or it should be stored in their tray if in class.

Emergency medical supplies will remain stored in the medical room and other key places throughout the school and remain organised under the Health and Safety Policy.

The responsible person for First Aid at Work will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- Medical specialists relating to pupil
- Specialist Support Groups
- Child Protection Team

will be regularly contacted to support and advise school in the devising and management of this policy.

Monitoring and Evaluation

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school. This policy will also be made available to parents through the parents' policy folder. We will ask parents for annual updates regarding medical/ physical information.