




## Blyton cum Laughton Church of England Primary School Supporting Pupils with Medical Needs

Monitoring responsibility	K Duke (Headteacher)
Review date	January 2025
Head teacher's signature	
Chair of Governor's signature	
Date ratified	January 2022

Blyton cum Laughton CE Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future. The school aims to provide all children with all medical conditions the same opportunities as others at school in line with Section 100 of the Children and Families Act 2014 so that all children have full access to education including school trips and physical education.

The school recognises that supporting pupils with medical needs is a combined responsibility involving:

- The pupil
- Parents and carers
- The school Governors
- Designated First Aiders
- Teachers and other school staff
- Other health professionals
- Outside agencies who may work alongside the child

## The Pupil

Where possible, pupils with medical conditions are encouraged to take control of their condition in accordance with an age-appropriate developmental stage. The school aims to make sure that pupils feel confident in the support they receive to help them do this.

## Parents and Carers

- Parents and carers are responsible for making sure that their child is well enough to attend school. Children should be kept at home when acutely unwell.
- Parents are responsible for providing the Headteacher with sufficient information about their child's medical condition, treatment or special care needed.
- School staff will work with parents to agree the school's role in meeting their child's medical needs'
- The School Nursing Team can be contacted to support the school in liaising with the parents and carers to draw up support for a medical condition.
- Parents' and carers' religious and cultural views will always be respected.

## Board of Governors

The Board of Governors are responsible to ensure that the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements for supporting pupils at school with medical conditions, including ensuring that sufficient staff have received suitable training and are competent to take on responsibility to support children with medical

conditions. This includes ensuring staff have access to training and teaching support material as required.

## Lead First Aiders

First Aiders who will be called first to administer any first aid for a pupil. The Headteacher is responsible for arranging back-up cover should the lead first-aiders be absent or unavailable, if need be from across the sites. The designated lead first aiders will attend regular refresher training. First Aid advice signs, displaying the names of all Lead First Aiders are displayed within school premises. Lead First Aiders will also check the contents and location of all first aid kits and record to say checks have been carried out.

All school staff will undertake Basic First Aid in the Workplace training, refreshed every 3 years.

## Teachers and other school staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition and should be fully aware of the contents within a Healthcare Plan. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medicine, they may only do so if they have had appropriate training, when parental permission has been received by completion of the appropriate school permission forms, and then ensuring that correct records are maintained after medication has been administered.

## Other Health Professionals

The school will receive support and advice as necessary from the following professionals in conjunction with meeting the needs of pupils with medical needs:

- The local authority
- The community health service (school nurse)
- The general practitioner
- The community pediatrician

## Short term medical needs

When a child has a course of medication parents will be encouraged to administer the medicine outside of school hours. If this is not possible, then parents will be permitted to come to school during school hours to administer the medicine to their child themselves.

The only medication that school staff will administer are those when it would be detrimental to a child's health or school attendance not to do so. If during the school day a child complains of acute pain such as tooth ache or a head ache, then the parents will be contacted to come into school to provide some pain relief for their child.

## Long term medical needs

When a child has long-term medical needs then the school, school staff will draw up a written health care plan in conjunction with the parents and, if needed, health care professionals. These are reviewed on an annual basis or earlier if the parents inform the school of any changes to their medical needs.

## Administering medication e.g. inhalers

No pupil will be given medication without the parents' written consent. Parents must give the school office information including:

- name of medication
- dosage
- time and frequency of administration
- method of administration
- possible side effects

All medication will be stored with the child's name clearly labelled. Pupils should know where medications are stored and should not be accessible without an adult. Asthma inhalers are stored in a central location within the classroom so that all staff know where to go to collect them in an emergency.

When medication is administered, staff will sign and date a record card witnessed by a second adult with a second signature, these cards are kept in the medical cabinet. If pupils are able to take their own medication it will be supervised by the adult and the record card signed.

## School Trips

Members of staff on school trips must be aware of pupils' medical needs and relevant procedures. First aid boxes are taken on any excursion away from school. If staff are concerned about whether they can provide for a pupil's safety they can seek medical advice from the School Nurse or the child's GP. In some cases the child's parent may be invited to accompany their own child on the trip. The school will consider all reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Risk assessments must be carried out through consultation with parents, relevant healthcare professionals and the venue.

## Sporting Activities

All children are encouraged to take part in sporting activities at their level. Any restrictions or adaptations that may be needed will be included in their individual health care plan. Some children may need to take precautionary measures such as an inhaler before or during an activity and may need immediate access to their medication if necessary. Teachers should be aware of relevant conditions and procedures and ensure medication is available.

## Disposal of Medicines

Parents must collect medicines at the end of the school term and are responsible for disposing of out of date medicines. Lead First Aiders will check medical cabinets monthly to ensure medicines are in date and will contact parents if necessary.

## Emergency procedures

All staff who have attended training know how to contact the emergency services. If a child is taken to hospital by ambulance, then a member of staff will accompany them until a family member arrives.

In the event of an emergency, a message will be sent to the school office wherever practicable to call for the emergency services and contact the child's parents and/or carers. Signs are displayed by main telephones detailing procedures for contacting the emergency services and the information to be provided to the emergency services.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures. It may be appropriate for other pupils in the school to know what to do in general terms, such as informing a member of staff immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

## Complaints

Should parents be dissatisfied with the support provided to pupils with medical conditions, they should discuss their concerns with the Headteacher in the first instance.

If for whatever reason this does not resolve the issue, they may choose to make a formal complaint via the school's Complaints Policy.