



## Supporting Pupils with Special Medical Needs Policy

### Definition

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

- (a) Short-term affecting their participation in academy 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**).

### Rationale

Schools and Academies 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 academy. This may mean making special arrangements for particular pupils who may be more at risk than their peers. Individual procedures may be required and these will be detailed in the pupil's Individual Healthcare Plan (Appendix1). 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, from September 2014, places a duty on schools and academies 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 academy 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 academy with information. The academy takes advice and guidance from the West Sussex County Council Medicines in Schools Guidance which encourages self- administration of medication when possible.

## **Aims:**

The academy aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

## **Entitlement**

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

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

The academy 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.

## **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative
- where parents have asked the academy to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed, if possible, into a separate container, containing only the quantity required for academy use. The prescription and dosage regime should be typed or printed clearly on the outside and the Patient Information Leaflet provided. The academy will only administer medicines in which the dosage is required 4 or more times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by academy staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.

- the academy will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into academy by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the academy.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in academy.

Policy written January 2018

Policy for review January 2021

## Appendix 1

### **Individual Health Care Plans (IHP)**

Individual Healthcare Plans will be implemented for pupils with any medical condition/diagnosis that needs specific care or treatment.

It is the duty of the parent to notify the academy of any such medical conditions or diagnosis, and state if these are new or existing.

When the academy has been notified of a new or existing medical condition or diagnosis an Individual Healthcare Plan will, with parental discussion and agreement, be put into place, normally within two weeks of such notification having been given.

The Individual Healthcare Plan will detail the condition or diagnosis, care needed, and any medication that will need to be administered by the academy office staff.

Procedures to be followed in the event of a medical emergency will also be stated.

Individual Healthcare Plans will be reviewed annually but it is the responsibility of the parent to notify the academy office staff immediately of any changes to the pupil's health, condition, diagnosis, treatment or medication.