



LORDSWOOD  
SCHOOL

# Medical Needs Policy

Reviewed: Annually

Last Reviewed: September 2018

## Aim

Our aim is to ensure that all pupils with medical conditions, in terms of both physical and mental health are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form, section 100 of the Children and Families Act 2014.

The school will have regard to the statutory guidance issued. We take account of it; carefully consider it and make all efforts to comply.

## Policy Implementation

To ensure that this policy is effective in meeting our aims, the following safeguards are in place:

- A Medical Needs Register is maintained and updated regularly.
- Photographs of all children with known long term medical conditions are displayed on Individual Health Care Plans and this information is kept in SEND Class files, First Aid Administering areas and on class boards as appropriate. All staff in school are made aware of pupils with medical conditions. Health Care Plans are written and agreed with parents and updated regularly.
- Lordswood School will maintain a record of medical/first aid training and ensure that all training is updated on a regular basis.
- A thorough risk assessment procedure is in place with medical needs noted and arrangements to meet their needs detailed.
- We fully welcome advice from Health Care professionals and seek specialised training in line with the needs of the pupil.
- We recognise the social and emotional implications associated with medical conditions and aim to support children and families to achieve the best outcomes possible.

## Procedure to be followed when notification is received that a pupil has a medical condition

- A Health Care Plan is drawn up in liaison with parents and relevant Health Care professionals (where appropriate). Where possible, this should be done prior to admission to the school. Every effort will be made to ensure that the necessary arrangements are put in place within 2 weeks. Where a child is leaving the school, we will contact the new school, where possible, to advise them of the child's needs.

## Individual Health Care Plans

- Our SENCO has the role of ensuring that all Health Care Plans are drawn up appropriately and in a timely manner. She also takes responsibility for ensuring that all the relevant staff are informed including lunch time and break time staff and that class-

based records are updated.

- All Health Care Plans will be reviewed at least annually, although this will happen more frequently as necessary depending on the nature of the child's condition and needs.
- All Health Care Plans will include a photo of the child so that they can be easily identified. They may be displayed on staff boards to ensure that they are visible to all appropriate staff members.
- All individual Health Care Plans are developed with the child's best interests in mind. In devising the plan, we will assess and manage any risks to the child's education, health and social wellbeing. We aim to deliver all necessary care and support with minimal disruption.

## Roles and Responsibility

### 1. Governing Body

- Ensure that the policy is appropriate and effectively implemented
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all areas of school life. This includes ensuring staff have adequate training.

### 2. Head

- Ensure that the school policy is appropriately devised and effectively implemented.

### 3. SENCO

- Ensure that all pupils with known medical conditions have an Individual Health Care Plan in place.
- Ensure regular liaison with Health Care professionals.
- Ensure all staff are appropriately briefed.

### 4. Safeguarding Lead

- Ensure all staff receive the appropriate and necessary medical training.

### 5. Teaching Staff

- Staff should NOT give prescription medicines or undertake health care procedures without appropriate training.
- Staff should NOT accept medication /inhalers into the classroom without prescription labels on and only in the event of a Health Care Plan being in place and in liaison with the SENCO.
- Ensure that all activities are assessed to identify potential risks in terms of pupils' medical conditions.
- To ensure that all classroom records are maintained and visible to all adults working with the pupil.
- Ensure that all asthma medication is appropriately stored and is accessible during any outdoor activities/PE/School Trips.

### 6. Pupils

- Pupils are often best placed to provide information about how their condition affects them and, where appropriate, should be fully involved in discussion about their medical support needs.

## 7. Parents

- Advise the school of any medical conditions and symptoms as soon as possible.
- Where an inhaler is required parents must complete a School Asthma form.
- Work alongside the SENCO in drawing up an Individual Health Care Plan for their child, preferably prior to their child starting school (where possible).
- Provide all necessary medication in the original packaging with information leaflet, as well as doctors instructions, these must be in English. Always provide the school with evidence of their child's medical condition, where possible (Doctors letter or instructions on packaging).
- Complete written and signed instructions for any prescribed medication as without this the school cannot administer them. Please note that the school is unable to administer creams.
- Keep your child at home if acutely unwell or infectious for the recommended period of time.
- Notify the school in writing if the pupil's needs have ceased.
- Abide by the rule that the school cannot administer any medicines that have not been prescribed by a doctor apart from paracetamol suspension.

## Procedures for managing Medical conditions

Medicines should only be administered in school when it would be detrimental to a child's health not to do so.

All medicines must be prescribed by a doctor and in the original container. They must be in date, labelled with the child's name, instructions, in English, for administration, dosage and storage. The exception being insulin which still must be in date but will generally be available to school inside an insulin pump or pen.

All medicines will be stored safely. Children and staff will know where their medicines are kept and must be able to access them immediately. Health Care Plans, medicines and equipment will accompany children on all trips.

Medicines no longer required will be returned to parents to arrange safe disposal.

If children will not take medicines, staff will not force them to do so and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in a medical emergency, the school's emergency procedures will be followed.

## The school will ensure that:

- Children with medical conditions are not sent home frequently or prevented them from staying for normal school activities, unless this is specified in the Health Care Plans.
- If the child becomes ill, they are sent to the school office, to be monitored until collected.

## Medical Needs Policy

- Children have access to drinks, snacks and or toilet breaks in accordance with their Health Care Plan.
- It will liaise and work in partnership with parents/carers to support their child's medical needs.
- Children with medical needs are able to participate as fully as possible in any aspect of school life.

## Complaints

Should parents or pupils be dissatisfied with how the school has dealt with a child's medical condition, a complaint in the first instance should be made to the Head.

If this does not resolve the issue a complaint should be made via the school's formal complaint procedure.