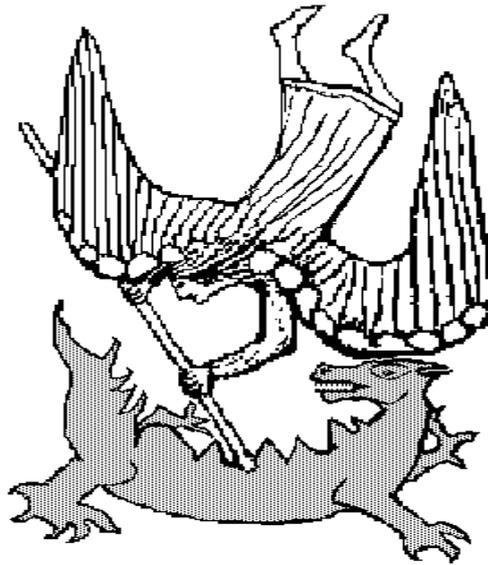


St. Michael's Catholic Primary School



Management of Pupils with Medical Needs Policy

Wolverhampton
City Council



St. Michael's Catholic School

Management of Pupils with Medical Needs Policy

In formulating and applying this policy, the Governing Body and Staff of our Catholic school seek to promote and implement in relevant ways the aims and intentions of the Mission Statement, *'Praise the Lord in Work, Play and Prayer'*, that has been agreed by the whole school community.

Section A: Statement of Principles

Most pupils, will at sometime, have a medical condition that affects their participation in some or all activities. For most, this will be short-term and where medication is required it will only involve finishing off a prescribed course, such as antibiotic eye drops etc.

A small number of pupils have medical conditions that, if not properly managed, will limit their access to an appropriate education. These pupils are said to have medical needs. Most pupils with medical needs are able to attend school regularly and, with appropriate support, can participate in all, or almost all, normal activities.

The Governors, Head Teacher and staff of St. Michael's Catholic School will conform to all statutory guidance and work within guidance issued by Wolverhampton Local Authority and Wolverhampton City Primary Trust (PCT). This guidance takes account of guidance in the DFES/Dept of Health 2005 publication 'Managing Medication in Schools and Early Years Settings'.

The Governors, Head Teacher and staff:

- are committed to ensuring that all pupils have access to as much education as their medical condition allows, maintaining the momentum of their studies, keeping up with their peers, and fulfil their educational potential.
- recognise the valuable contribution of parents and other agencies in providing information to ensure the best access to all educational and associated activities for pupils with medical needs.
- recognise that, on occasion, pupils with long term and / or complex medical needs will require intervention from a specialist provision,

such as a special school, the Home and Hospital Tuition Service or the Orchard Centre Pupil Referral Service (PRU).

- will work with specialist providers whenever necessary, to ensure smooth transition to (and where appropriate back from) the specialist provision and, as far as possible, provide continuity in learning.

Section B: Responsibilities

(i) Governing Body

The Governors of St.Michael's Catholic School:

- will ensure that the school has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus.
- have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher.
- will receive information on issues relating to the management of pupils with medical needs, once a term, via the Head Teacher's report.
- will review the effectiveness of this policy on an annual basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.

(ii) Head Teacher

Subject to the provisions set out in this policy and guidance document, the Head Teacher will accept responsibility for the school giving, and/or supervising pupils taking medication during the school day and:

- will ensure that all staff are aware of the statutory duties and safeguards that apply to their post;
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs. See Annex A (Planning forms);
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.

(iii) Named Contact

In order to ensure that parents, staff, governors and outside agencies who have contact with pupils with medical needs have an easy route to communication with the school there is a named contact: **Mrs Fergusson (SENCO)**.

As well as acting as first contact for parents and outside agencies **Mrs Williams** will be responsible for:

- the school's system of record keeping for pupils with medical needs.
- ensuring the confidentiality of all records on pupils with medical needs.
- ensuring that teachers know where to find information to understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- ensuring that class teachers, support assistants and carers are aware that risk assessments must be carried out whenever necessary, to promote the safety of the child, for both in school and for off site activities by the lead staff member organising the activity.
- ensuring that trained staff is available wherever and whenever to ensure the safety of pupils with medical needs.
- assisting in maintaining contact with pupils who are absent for more than 2 weeks because of medical needs.
- attending multi-agency reviews as required.
- ensuring that, wherever appropriate, pupils out of school for more than 2 weeks, with any medical condition, are provided with work to do at home and this work is assessed and recorded appropriately.
- providing appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as possible.

(iv) Teachers and Other Staff

There is no statutory/contractual duty for teachers to administer medicine in school. In St. Michael's Catholic School, the following teachers have volunteered to take responsibility for administering medicine and supervise pupils taking medication, whenever requested to do so by **Mrs Williams (Head teacher)**.

The teaching assistants that are first aid qualified and provide medical assistance within school are: **Mrs E Jarvis, Mrs D Visentin, Mr E Blaney, Mrs T Lewis and Mrs M Ganger.**

In an emergency, swift action would need to be taken by any member of staff to secure assistance for any pupil. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

When pupils are out of school for short periods of time with a medical condition, it is the responsibility of the class teacher to:

- ensure that, wherever appropriate, they are provided with work to do at home and that this work is assessed and recorded appropriately.
- maintain contact with the pupil and his/her family.
- ensure that the pupil is welcomed back into school with the minimum of disruption.
- ensure that the pupil has any additional support necessary to catch up with work and maintain best progress.

Section C: Medication Coming Into School

- ❖ Most medication prescribed for a pupil will be able to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and there is no need for medication to come into school.
- ❖ No medication will be allowed into school unless it is clearly labelled with:
 - The child's name
 - The name and strength of the medication
 - The dosage and when the medication should be given
 - The expiry date

This information should be checked each and every time that medication is administered.

- ❖ All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.

- ❖ Where two types of medication are required, each should be a separate container.
- ❖ Where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication, to confirm that long time usage is required. This should be renewed every term.
- ❖ Parents/carers should hand all medication to **Mrs Williams** on arrival at school.
- ❖ Medicines will normally be stored in a locked cupboard in Mrs Williams' office or if necessary in the refrigerator in the staff room and only accessed by staff named in Section B (IV) above.
- ❖ Certain medicines, such as asthma inhalers will need to be readily available to pupils. These will be kept by one of:
 - the class teacher
 - a designated teaching assistant
 - the pupil – according to the age and self-responsibility of the child and/or the person the child might access most easily he/she required the inhaler.

Prescribed and Non-prescribed Medication

Medication issued on the instructions of a member of a Primary Care Trust (most usually a GP or consultant) are known as prescribed drugs.

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils. These drugs should be treated in the same careful manner as all other prescribed medication, in line with the procedures agreed by Wolverhampton Local Authority and described within this guidance.

Under no circumstances will medication be given to pupils under the age of 16 unless written permission has been obtained from parents/carers.

Some non-prescribed or homeopathic medication needs to be taken on a very regular basis. Medication of this type will only be allowed into school with the express permission of **Mrs Williams** (Head Teacher)

when parents/carers have completed all necessary forms. (Obtained from the Office).

Section D: Off-Site Activities

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit or a residential experience.

A risk assessment on the specific needs of the pupil in the particular activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the particular pupil, a meeting will be requested with the parents/carers in order to agree the best way forward. A written agreement will be reached before the activity takes place.

Section E: Special Educational Needs and Pupils with Medical Needs

On occasion, pupils with medical needs may need provision that is different from or additional to that made for other pupils in the school, in order to make adequate progress in their learning.

In this case an individual educational plan (IEP) will be written that specifies the targets for the pupil and the special teaching strategies required to ensure their progress.

Mrs Fergusson (SENCO) has responsibility for overseeing provision for pupils on or SEN procedures. (See SEN Policy)

Section F: Pupils receiving education otherwise than at school because of medical needs

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, **Mrs Fergusson** will ensure that relevant school records, including up-to-

date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education otherwise than at school because of medical needs they remain on the roll of St. Michael's Catholic School. In these cases, **Mrs Fergusson** will attend review meetings and provide materials for agreed work programmes on a termly basis.

Section G: Monitoring, Review and Evaluation

This implementation of this policy will be evaluated once a year by the Head Teacher, SENco, staff and governors and reported to parents, with any proposals for improvements.

Policy reviewed February 2010

Policy approved by Governing Body:

Signed: