

GREENHILL PRIMARY SCHOOL

MEDICAL POLICY

Ratified: June 2004
Review: June 2007

Mission Statement

We will work towards creating a school that values each individual part, and be willing to work together in creating a happy, purposeful and caring community that promotes belonging and learning

Introduction

This policy should be read in the context of the following:-

- Index for inclusion, CSIE - April 2000
- SEN and Disability Rights in Education - Bill - March 2000
- Supporting pupils with medical needs in schools - DfEE 1966
- Children's Act - 1989
- Disability Discrimination Act - April 1996
- Safety in Outdoor Activity Centres - Guidance DfEE Circular 22/94
- Control of Substances Hazardous to Health (COSHH) Regulations - 1994
- Bury LEA Health & Safety Policy
- Bury LEA Equal Opportunity Policy

A policy is necessary because:

- The Government's agenda for the inclusion of pupils with special educational needs in mainstream schools means that many more pupils may need to take medication or undertake specific medical procedures at some time whilst they are at school.
- It is important for all pupils to have continuity of educational experience
- Schools need to be offered guidance about the administration of prescribed medicines and medical procedures.
- Personnel employed in Bury LEA schools, who volunteer to support the administration of medicines and medical procedures, are entitled to reassurance about the LEA's insurance cover for such activities.
- All schools should have a school policy and procedures so that no person is placed at risk from the storage, administration and disposal of medication.

Aims and Objectives

This policy is intended to:-

- Clarify where the responsibility for the medical care of pupils lies.
- Encouraging the Governing Body and the Headteachers to develop, in consultation with the staff, procedures that not only provide appropriate care for pupils, but are practicable from the school's point of view.
- To provide general information about the administration of prescription medicines and medical procedures for pupils.
- Offer reassurance to all staff.

Guidelines

The following guidance is provided to assist the School in fulfilling our aims and legal obligations regarding the LEA Medical Policy for the education of

pupils with medical conditions. Throughout, co-operative working with parents and support for pupils is essential.

The Governing Body believes that:-

- As far as possible, the medical needs of pupils should not prevent them from attending school.
- The primary responsibility for a pupil's health rests with the parents who should ensure that their child is well enough to attend school.
- No member of staff, has a contractual duty to give prescribed medicine or to supervise medical procedures, unless this is specifically stated in their job description.
- No pupil should be involved in the administration of prescribed medicines or medical procedures for another pupil. Where such procedures might involve the delivery of therapy to another pupil, eg physiotherapy for cystic fibrosis, parents of all pupils involved must give written consent and the school should log this information.
- The school should inform parents on admission to school that no member of staff supervise or authorise the taking of non-prescription medication including painkillers. To do so would be operating outside the terms of the LEA's Insurance Policy and such medicines will not be administered in school.
- Staff who volunteer to administer prescribed medicines or to supervise medical procedures, will have liability cover under the terms of the LEA Insurance Policy providing that training is given and records kept, as detailed in the LEA Medical Policy.
- Where it is necessary for a pupil to take a prescribed medicine it is advisable that the dose frequency is prescribed 3 times a day rather than 4 times per day, so that the pupil need not take the medication whilst at school.
- All school admission forms should include information on pupil medical needs, including any known hospital admission in the last 12 months relating to the medical problem.
- Pupil medical information will be maintained on the School's general medical book, a copy of which is kept in the Head's Office and medical cabinet.
- Where an individual pupil's medical need requires regular administration of prescribed medicine or a medical procedure, then a Health Care Plan will be completed and reviewed annually. Review may be through the school planning meeting, annual statement review, (if the pupil is in receipt of a Statement of Special Educational Needs) or annual letter to parents. This procedure may be different for pupils with more common conditions, eg asthma.
- Where pupils develop medical needs in the course of their education, it is up to parents to inform school and then the appropriate documentation can be completed.
- The school will endeavour to balance the need for confidentiality with the need for staff awareness of relevant information.

- It will be the Headteacher's responsibility to decide how pupil medical information is disseminated. However, for all pupils with a high level of need, it will be necessary for all staff, ie teaching, support, auxiliary, office and supply staff to be aware of the procedures in place and any changes made to the procedure.
- In conjunction with the LEA staff and Health Care Professionals, the school will facilitate training in medical procedures for all volunteer staff in order to fulfil the insurance requirements of the LEA.
- The School provides for safe storage of prescribed medicines in the medical cabinet and disposes of any medical waste in line with the LEA medical policy (page 11).