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# Sir William Burrough School

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## Medical Policy

### Introduction

- Children with medical conditions will be supported to play a full and active part in school life, to remain healthy and to achieve their academic potential.
- We ensure that children with medical conditions can access and enjoy the same opportunities as any other child, including school trips and physical education.
- We consult with health and social care professionals, and we listen to and value the views of parents and pupils.
- We comply fully with the Children and Families Act 2014 and the Equality Act 2010.

### Roles and Responsibilities

- The Governor responsible for the school policy on medical conditions is David White.
- The School Medical Officer is Dave Eva.  
He is responsible for;
  - Ensuring that sufficient staff are suitably trained.
  - Ensuring that all relevant staff are made aware of a child's condition.
  - Monitoring of Individual Healthcare Plans.
- Avril Newman (Head teacher) is responsible for cover arrangements in case of staff absence.
- The school business manager is responsible for risk assessments for school visits, holidays and other school activities outside of the normal timetable, and for briefing of supply teachers.

### Staff

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Administering medicines is a voluntary activity, not part of teachers' professional duties. However, any member of school staff should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.
- School staff will receive sufficient training to support children with medical conditions. Staff must not give prescription medicines or undertake health care procedures without appropriate training.

### Parents

Parents should provide the school with up-to-date information about a child's medical needs. They should provide medicine and equipment, and ensure they or another nominated adult are contactable at all times. No child may be given medicines without their parent's written consent.

### Pupils

Where appropriate, children will be involved in discussions about their medical support needs and will contribute to their Individual Healthcare Plans.

### School Nurse

The school has a designated school nurse who visits once a fortnight. She supports the school in drawing up Individual Healthcare Plans, provides advice on training, and liaises with GPs and Health Visitors. The school nurse is responsible for children of statutory school age. Children below the age of 5 are the responsibility of Health Visitors.

### Individual Healthcare Plans

- When the school is notified that a child has a medical condition (with confirmation from a GP), we make a referral to the school nurse. She will meet with the parent and school staff to draw up an Individual Healthcare Plan. This provides clarity about what needs to be done, when and by whom.
- For children with asthma, the parent will be given a referral letter from the school nurse, and an asthma card. This should be taken to the GP to be filled in, and returned to the class teacher.
- The school medical officer keeps a copy of each Individual Healthcare Plan. Plans will be reviewed at least once a year.

### Managing Medicines

#### Short-term:

- The school does not normally administer medicine for short-term illnesses. If a parent wishes their child to have medicine in school on a short-term basis they should speak to the headteacher.

#### Long-term:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child may be given medicines without a parent's written consent.
- Where possible, medicines should be provided in dose frequencies which enable them to be taken outside school hours.
- Schools can only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist, and which include instructions for administration, dosage and storage.

- The school does not administer non-prescribed medicines.
- School staff do not apply creams e.g for eczema or sun-screening. Staff are happy to supervise children while they apply their own cream.
- Medication should never be administered without first checking maximum dosages and when the previous dose was taken.
- Parents will be informed when medication has been given.
- If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so unless it is an emergency situation. Parents will be informed that the child refused.
- A child should never be given medicines containing aspirin unless prescribed by a doctor.
- All medicines should be stored safely. Staff and children should know where the medicines are at all times and be able to access them immediately. Medicines and equipment such as asthma inhalers and epipens should always be readily available to children and not locked away.
- When going on trips, staff should always take medicines, epipens, asthma pumps and any other medical equipment specified in Individual Healthcare Plans.
- The school keeps a record of all medicines, stating what was supplied and administered, how and how much, when and by whom.

#### Emergency procedures

- A child's Individual Healthcare Plan should clearly define what constitutes an emergency and explain what to do.
- For children whose medical conditions could lead to an emergency, copies of Individual Healthcare Plans are kept in folders at Reception. The care plans contain all relevant contact numbers.
- If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

#### Training

- The school provides whole-staff medical training on Inset Days (e.g. for allergies and epipens)
- The policy for Medical Conditions is included in Induction Training at the start of the year.
- Training on a variety of medical conditions is available for individual staff through the local NHS.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

#### Admissions

No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, we do not accept children in school at times when it would be detrimental to the health of that child or others to do so (e.g. children with infectious diseases).

#### The school does not –

- Send children with medical conditions home, or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plan.
- Assume that every child with the same condition requires the same treatment.
- Prevent children from drinking, eating or taking toilet breaks in order to manage their medical condition.
- Leave any ill child unaccompanied or with someone unsuitable.
- Require parents to attend school to administer medication or provide medical support, including with toileting issues.
- Require parents to accompany their child on school trips, or other school activities.
- Penalise children for their attendance record if their absences are related to their medical condition.

#### Complaints

If parents are dissatisfied with the support provided, they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school complaints procedure.