



Supporting Pupils at Ravensmead with Medical Conditions

(Ravensmead's Policy follows the Statutory guidance for governing bodies of maintained schools and proprietors of academies in England and meets the requirements of the Children and Families Act 2014)

This Policy is in 2 Sections

- 1. Individual Healthcare Plans**
- 2. Administering Medicines at Ravensmead Primary School**

This Policy satisfies the requirements within Ravensmead's Equal Opportunities Policy

1. Awareness

School becomes aware of medical conditions through its Annual Consent/Medical Forms.

2. Responsibility

(September 2014) Mrs Goodall as Health & Safety Co-ordinator has overall responsibility but the Head and Deputy have responsibility for ensuring that sufficient training (this can be as simple as the written instructions on the medication or written instructions from parents themselves) is arranged.

3. Co-ordination of Individual Healthcare Plans

Mrs Goodall works with a range of agencies, pupils and families to co-ordinate and implement Individual Healthcare Plans and to support pupils with other medical conditions in school.

These Plans will be reviewed at least annually.

Individual Healthcare Plans must consider the following:

Medical conditions

Pupils resulting needs

Specific support for pupil's education, social and emotional needs

The level of support needed

Who will provide the support

Who needs to be aware in school

Arrangements for written permissions

Arrangements for school trips etc

Confidentiality issues

What to do in an emergency

4. School Staff

School staff should be offered appropriate training to enable them to support pupils with medical needs although administering medicine is not part of the teacher's professional duties.

5. School Nurses/GPs/Paediatricians/Other Health Services

These agencies would be expected to work together in a co-ordinated way to support children and under Section 10 of the Children Act 2014 it is the Local Authority who have “the duty to promote co-operation between relevant partners... with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local Authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within Individual Healthcare Plans can be delivered effectively. Local Authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements”.

6. Managing Medicines on the School Premises

(The Early Years Foundation Stage have their own Policy on Administration of Medicines)

a) General Principles

- We would encourage parents, wherever possible, to visit school with the medication for their child and for them to administer the correct dosage within recommended timescales
- Medicines should only be administered at Ravensmead when it would be detrimental to a child’s health or school attendance not to do so.
- No child should be given prescription or non-prescription medicines without their parent’s written consent (see appendix 1)
- It is expected that dose frequencies should be outside school hours.
- Ravensmead will only accept prescribed medicines that are in date, labelled and provided in the original container and include instructions for administration, dosage and storage.
- At Ravensmead medicines will be stored in the large fridge in the staffroom, children do not have access to this area
- At Ravensmead medicines may only be stored in the area above and not kept by any child
- Schools will keep a record of any medicines administered (see appendix 2)
- Parents are responsible for delivery, clear marking, collection and disposal of medicines
- It will be explained to parents that it will be for the child to report to the office for their medication. Staff will not be expected to take responsibility for remembering to administer the medicines

b) Record Keeping

- Ravensmead staff will keep a record of any medicines administered (see appendix 2)

c) Emergency Procedures

- In an emergency situation staff are aware of general emergency procedures should an emergency arise during school activities wherever they take place
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance
- Where an Individual Healthcare Plan is in place relevant staff will be aware of emergency symptoms and procedures

d) School Trips

- Staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Arrangements should be made for the inclusion of pupils in such activities with any adjustments as required unless a clinician/GP states that this is not possible.
- Risk assessments will be carried out so that planning arrangements can be made to enable pupils with medical conditions to be included. Parents and pupils will be consulted and advice sought from the relevant healthcare professional to ensure pupils can participate safely.

e) Unacceptable Practice

- Ravensmead believes that it is unacceptable to leave a child unaccompanied if they become ill in any way.
- To require parents to attend school to administer medication if, for example, through work commitments this was impossible.

f) Liability and Indemnity

- Through the Local Authority the school purchases the All Risks Insurance protection

g) Complaints

- Complaints, including the school's Handling of Pupils With Medical Conditions or the Administration of Medicines should be dealt with through the School's agreed Complaints Procedure

Review Date

Annually

Appendix 1

CONFIRMATION OF MEDICATION DETAILS YOU REQUIRE TO BE ADMINISTERED BY:

Service User/Pupil	Date of Birth	Telephone Number
Address (tick if these details already held on school record)		
GP Name	GP Telephone Number	
Details of any current allergies or other special instructions (Take in to account any cultural, religious or communication needs)		

Name of Medication	Strength of Dosage	Number/Amount of Medication & time when given if this differs from 12 noon.*

If the details above are correct, please sign and return

Signed(Parent/Carer)PRINT

Date

*Key Stage 2 children will be expected to come to the office to request administration of their medicine

Important Note

Should there be any amendment to the following: -

1. Medication or dosage
2. Address or telephone number

3. Doctor or Doctor's telephone number
Please inform the Establishment, in writing, immediately.

