



ST LEONARD'S CE PRIMARY ACADEMY  
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## St Leonard's CE Primary Academy Supporting Children with Medical Needs Policy 2017-2019

This policy should be taken and used as part of St Leonard's Church of England Primary Academy's overall strategy and implemented within the context of our vision, instrument of government aims, and values of a Church of England Academy. St Leonard's is a Church of England Primary Academy which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

### 1. Introduction

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term: affecting their participation in school activities for which they are on a course of medication
- Long-term: potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**)

### 2. Rationale

- 2.1 LAs, schools and academies have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.
- 2.2 In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates.
- 2.3 The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.
- 2.4 The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.**



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- 2.5 Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.
- 2.6 The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information.

### **3. Definition**

- 3.1 **This is not a policy for short-term illness and related medication, for example, antibiotics or paracetamol for a cold or eye infection etc**
- 3.2 **The school remains insistent that under these circumstances it will not administer medication; this is the responsibility of the parent/carer**
- 3.3 **Any pupil who is too poorly should not attend school until s/he has fully recovered**
- 3.4 **This policy refers to pupils who have a recognised medical condition, which will last longer than 15 days and will require a pupil to have an individual educational and health care plan protocol in school**

### **4. Aims**

St Leonard's CE Primary Academy aims to:

- assist parents in providing medical care for their children
- educate staff and children in respect of special medical needs
- liaise as necessary with medical services in support of the individual pupil
- ensure access to full education when possible
- monitor and keep appropriate records

### **5. Entitlement**

- St Leonard's accepts that pupils with long-term medical needs should be assisted whenever possible and that they have a right to the full education available to other pupils
- St Leonard's believes that pupils with long-term medical needs should be enabled to have full attendance and receive necessary proper care and support
- St Leonard's accepts that all employees have rights in relation to supporting pupils with medical needs and that they:
  - ❖ are entitled to choose whether or not they are prepared to be involved
  - ❖ must receive appropriate training
  - ❖ must work to clear guidelines
  - ❖ may have concerns about legal liability
  - ❖ must bring to the attention of management any concern or matter relating to supporting pupils with medical needs

## 6. Expectations

It is expected that:

- parents/carers will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative
- where the school has agreed to administer the medication for a pupil, the parent/carer must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use
- the prescription and dosage regime should be typed or printed clearly on the outside
- the name of the pharmacist should be visible
- any medications not presented properly will not be accepted by school staff
- pupils should not bring in their own medicine; this should be brought into school by the parent/carer
- employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and they will consider each request separately
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils
- any staff medicine is the responsibility of the individual concerned and not the school

## 7. Asthma - School Emergency Inhalers

*From 1<sup>st</sup> October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.*

*The emergency salbutamol inhaler should only be used by children, for whom written parent/carer consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.*

*The inhaler can only be used if the pupil's inhaler is not available (for example, because it is empty, broken or out of date)*

## 8. Staff Responsibilities (Asthma)

The school's trained first aid lead will:

- support in an emergency situation
- ensure inhalers are checked monthly
- ensure replacement inhalers are obtained before the expiry date
- ensure replacement spacers are re-ordered and replaced after use
- ensure empty/out of date inhalers are appropriately disposed of

All staff:

- must inform the first aid lead if a school emergency inhaler has been used so that a new spacer can be ordered
- record usage in the school log book