

**SUPPORTING PUPILS  
WITH MEDICAL NEEDS POLICY**

**Definition**

Pupil medical need may be broadly summarised as being of two types:

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

**Rationale**

LEAs and schools 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. 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. Individual procedures may be required. 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.

There is **no legal or contractual duty on teachers to administer medicines or supervise pupils taking medicines, nevertheless we would wish to support our pupils where we can. 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.** However 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.

The **prime responsibility for a child's health lies with the parent** who is responsible for the child's medication and should supply the school with information. St Joseph's RCVA Primary school has a clear policy understood and accepted by staff which is communicated to parents and staff through the school prospectus, staff handbook, new starter information, school website All school policies encourage self-administration of medication when possible.

**Aims**

The school aims to:

- assist parents in providing medical care for their children;

- educate staff and children in respect of special medical needs;
- adopt and implement the LEA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

## Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## Expectations

It is expected that:

- parents 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 parents have asked the school to administer the medication for their child **they 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.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that 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.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

Head Teachers should consult as a minimum the following publications:

Durham LEA Guidelines on Medication in Schools

Medication in Schools Handbook (Durham County Primary Heads Association and Durham LEA)

Supporting Pupils With Medical Needs (DfEE/Dept. of Health)

Other policies are changed in line with this new medicines policy e.g. Safeguarding, Food policies.

Agreed by Governors: \_\_\_\_\_

Adopted by School: \_\_\_\_\_

Reviewed annually.

SMN Register and additional proformas appended

## Epilepsy Additional Appendix:

St Joseph's RCVA Primary school is committed to fully meeting the needs of pupils who have epilepsy, keeping them safe, ensuring they achieve to their full potential, and are fully included in school life.

We will do this by:

- Keeping careful records of changes in behaviour and levels of achievement to identify pupils who are not achieving to their full potential.
- Tackling any problems early.
- Ensuring that all pupils with epilepsy are fully included in school life, activities and outings (day and residential) and are not isolated or stigmatised.
- Giving voice to the views of pupils with epilepsy, for example regarding feeling safe, respect from other pupils, teasing and bullying, what should happen during and following a seizure, adjustments to support them in learning, adjustments to enable full participation in school life and raising epilepsy awareness in school.
- Making necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- Liaising fully with parents and health professionals (with the parent's permission) to share information about the pupil's education, healthcare, medication and any affects this has on their school life (for example epilepsy medication and seizures can affect a person's ability to concentrate). This will be an ongoing process.
- Ensure that staff are epilepsy aware and know what to do if a pupil has a seizure.
- If needed, there will be a trained member of staff available at all times to deliver emergency medication.
- Every student with epilepsy will have an Individual Health Care Plan in place which will include information on the pupil's seizures, medication, and emergency protocols.
- Raising awareness of epilepsy across the whole school community, including pupils, staff and parents.





Dear Mrs Brown,

**Administration of Medication in  
Educational Establishments**

I request that ..... (name of child in full) be given  
the following medication, which has been prescribed by a registered medical practitioner:

..... (Name of medicine)  
..... (Dosages)  
..... (Methods of administering  
the medicine)

at the following times during the school day:

.....  
.....  
.....

I understand that the medicines must be delivered personally by me to school office  
(Mrs Hardy) and that this is a service which is subject to agreement with the  
school.

Signed ..... (Parent/Guardian)

Date ..... 20 .....

Address .....

.....

.....

- Notes:**
- (1) Medication will not be administered by the establishment unless this authorisation is completed and signed by the parents/guardians of the pupils.
  - (2) The Governors and Head Teacher/Head of Establishment reserve the right to withdraw this service.





# PERSONAL MEDICATION RECORD

No. \_\_\_\_\_

Date of Authorisation by Parents/Guardian \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Class \_\_\_\_\_

Name of Medicine \_\_\_\_\_

Formula  Liquid  tablet  ointment  eye drops  *please tick*

Enter Other \_\_\_\_\_

Dosage \_\_\_\_\_

Frequency \_\_\_\_\_

First date of Administration \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Projected last date of Administration (if known) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry date of medicine (if known) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Medicines returned to parents/guardians or destroyed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of person completing this form \_\_\_\_\_ (Position)

N.B. Written authority must be received from parents/guardians before prescribed medicines are administered. **Oral messages received via pupils should not be accepted.**

When authorisation has been received this form should be kept on the pupil's file and a Medication Log set up and maintained.