



SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY

This is a whole-school policy, within the framework of which the Junior School and Infant School, plus EYFS, and the Nursery policies operate as appropriate.

This is the over-arching policy; for more detailed policy guidance please see the detailed related policies, listed below:

- **Administration of Medicines**
- **Anaphylaxis**
- **Asthma**
- **Diabetes**
- **First Aid**
- **Pupils with Epilepsy**

The School aims to provide :

1. A clear policy understood by staff, parents and pupils which provides a sound basis for ensuring that pupils with medical needs receive proper care and support at school.
2. Formal systems to gather and collate information to enable Individual Health Care Plans to be formulated and implemented.
3. Specific policies to support children with: asthma, diabetes, epilepsy and those at risk of anaphylactic shock which are available as general advice to all staff (and have separate policies and guidance notes).
4. Such medical and pastoral support as is practicable within school to enable the pupils with medical needs to have access to the full curriculum.

The Role of the Headmaster and Governors

5. The Headmaster takes overall responsibility for the policy and its implementation, for liaison with the Governing Body, parents and appropriate outside agencies and for the appointment in the school of a **member of staff** to whom is **designated** general responsibility for the implementation of this policy in consultation with the Deputy Head (Pastoral).

The Role of the Designated Member of Staff

6. The **designated member of staff will have** day-to-day responsibility for supporting pupils with medical needs and for liaising with parents and guardians or the **Local School Nursing Team, as appropriate**, to draw up Individual Health Care Plans as required. **He or she will also** offer advice and training to staff in how to deal with the needs of these children **as appropriate and** will advise the Deputy Head (Pastoral) of the need to review or make additions to



medical policies in the light of changes in legislation, new research or the changing needs of pupils. **In addition, he or she** will keep updated the list of pupils with special medical needs, displayed in **the Reception area (confidentially), the kitchens (confidentially) and** the Staff Common Room.

Definition of Medical Needs

7. **Some pupils may** at some time have a medical condition which affects their participation in school activities. For many this will be short term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. The latter category are regarded as having “medical needs”. Most pupils with medical needs will be able to attend school regularly and, with support from the school, will be able to participate in a variety of activities. However, it may be necessary for the **designated member of staff**, in consultation with parents or the **Local School Nursing Team, as appropriate**, to draw up Individual Health Care Plans for pupils who, because of their medical condition, might have emergency medical needs during the school day or who might need extra supervision when involved with activities.

Individual Health Care Plans

8. For a pupil with medical needs, the **designated member of staff** will consult parents or the **Local School Nursing Team, as appropriate**, and draw up an *Individual Health Care Plan* which will enable the school to be fully informed of the pupil’s needs and to provide appropriate care and support for the pupil, particularly if an emergency should arise. The Plan will be kept with the pupil’s medical record and the **designated member of staff** will prepare a list of all pupils with such plans for all staff outlining specific conditions and/or medical needs (unless there is a reason, agreed with the Deputy Head (Pastoral), why a particular pupil should not be so highlighted). The **information** will be circulated to The Headmaster, Deputy Heads, via Heads of Year to Tutors, to P.E. Staff, (displayed on the Staff Common Room Board) and to any other individual members of staff who have a particular reason to know about the needs of a pupil. All staff should be mindful of the need to preserve confidentiality.

Policies for Specific Conditions

9. The **designated member of staff** will provide specific policies on dealing with Asthma, Diabetes, Epilepsy and Anaphylaxis and any other specific conditions as the need arises. These policies will stand alone **and will be available to all staff on the staff intranet and to parents upon request. This particular policy (Supporting Pupils with Medical Conditions) will be available to parents via the QEGS website.**

Administration of Medicines

10. At the school's discretion, a member of staff may administer prescription medicine that is required, under medical advice, to be administered during school hours, where it is not possible for the child to receive their medication in the morning, immediately after school and before bedtime (i.e. if they require 4 doses per day, for example). The medicine/s must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. School cannot accept medications that have been decanted into alternative containers. A pharmacist will usually split a prescription for this purpose if asked.

It is the responsibility of the parent/guardian to inform the school if the child has any allergies/sensitivities to medicine. This information can then be added to the pupil's record for reference.

All medicines brought to school should be brought to Reception by a parent or guardian and a consent form, available from Reception, must be completed by a parent or guardian.

Regarding the administration of analgesics (e.g. paracetamol), which may be administered entirely at the School's discretion, verbal or written consent will be sought from a parent or guardian if not already given on the consent form, in the Individual Health Care Plan, or by letter. Ibuprofen will not be administered unless prescribed.

It is the responsibility of parents to ensure that appropriate medication is available to satisfy the medical needs of a pupil.

There is no obligation on staff to administer medicines under any circumstances. Some staff will be willing to administer medicines when on trips or other activities. Staff administering medicines should discuss the matter with the Nurse beforehand and must ensure that they have received any training necessary to perform this task. Staff administering medicine are fully covered by the school's Insurance Policy. The administration of medicines is governed by a separate school policy.

First Aid

11. First aid given to pupils with specific medical needs should be in accordance with directions contained in the Individual Healthcare Plan.

Health and Safety

12. The **Operations** Manager (School Health and Safety Officer) is responsible for the implementation of the Health and Safety Policy in the school. The **designated member of staff** will make recommendations about Health and Safety matters where Health and Safety issues overlap with the medical needs of pupils.



Reviewed by Constitution Committee: 14 June 2012

Approved by Board of Governors: 02 July 2012

Updated by Miss Louise Newton July 2016

Approved by Dr Zuber Bux [Governor] August 2016