




# ACADEMY MEDICAL NEEDS POLICY

## Document Control Table

<b>Title</b>	<b>Academy Medical Needs Policy</b>
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<b>Approved By Name</b>	<b>Andrew Brocklehurst (Chair of Trustees)</b>
<b>Signature of Approval</b>	
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## Document History

<b>Date</b>	<b>Author</b>	<b>Note of Revisions</b>
27/6/2017	ED	Spelling corrections throughout
5/7/2018	ED	Page 5, added disposal of needles in yellow sharps bin provided by parents, changed named contact at School to Headteacher/Head of School
June 2019	ED/NH	No changes

## **Statement of Principles**

Most pupils will at some time have a medical condition that affects their participation in some or all school activities. For most this will be short-term and where medication is required it will only involve finishing off a prescribed course, such as antibiotic eye drops etc.

A small number of pupils have medical conditions that, if not properly managed, will limit their access to an appropriate education. These pupils are said to have medical needs. Most pupils with medical needs are able to attend school regularly and, with appropriate support, can take part in all, or almost all, normal school activities.

The Trustee, Executive Headteacher and staff of Perry Hall Multi-Academy Trust will conform to all statutory guidance and work within guidance issued by Wolverhampton Local Authority and Wolverhampton City Primary Care Trust (PCT).

Perry Hall Multi-Academy Trust:

- is committed to ensuring that all pupils have access to as much education as their medical condition allows, in order to maintain the momentum of their studies, keep up with their peers and fulfil their educational potential.
- recognises the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for pupils with medical needs.
- recognises that on occasion pupils with long-term and/or complex medical needs will require intervention from a specialist provision, such as a special school, the Home and Hospital Tuition Service or the Orchard Centre Pupil Referral Unit (PRU).
- will work with specialist providers, whenever necessary, to ensure smooth transition to (and where appropriate back from) the specialist provision and, as far as is possible, provide continuity in learning.

## **Responsibilities**

### **(i) Trustees**

The Trustees of Perry Hall Multi-Academy Trust:

- will ensure that the Trust has an effective policy on the management of pupils with medical needs and that a summary of the policy is included in school handbooks.
- have delegated day-to-day responsibility for the management of pupils' medical needs to the Heads of Schools/Headteacher.
- will receive information on issues relating to the management of pupils with medical needs via the Heads of Schools' reports.
- will review the effectiveness of this policy on a regular basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.

### **(ii) CEO**

- The CEO will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs and;
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.

### **(iii) Headteacher**

Subject to the provisions set out in this policy and guidance document, the Heads of School will accept responsibility for their schools giving, and/or supervising pupils taking, medication during the school day and:

- will ensure that all staff are aware of the statutory duties and safeguards that apply to their post;
- will be responsible for the school's system of record keeping for pupils with medical needs.
- will ensure the confidentiality of all records on pupils with medical needs.
- will ensure that teachers understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- will ensure that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs.
- will monitor the attendance of pupils with longer term medical needs.
- will assist in maintaining contact with pupils out of school because of medical needs.
- will attend multi-agency reviews as required.

- will ensure that, wherever appropriate, pupils out of school for short periods of time with any medical condition are provided with work to do at home and this work is assessed and recorded appropriately.
- will provide appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible.

#### **(iv) Teachers and Other Staff**

There is no statutory/contractual duty for teachers to administer medicine in school. In our schools, the following teachers have volunteered to take responsibility for administering medicine and supervise pupils taking medication, whenever requested to do so by Miss Kohli, Miss Pritchett, Mr Hinkley or Mr Asbury (the named contact):

1. Mrs N Heer (Perry Hall Primary)
2. Miss Pritchard (Berrybrook Primary)
3. Mrs Banks (Dunstall Primary)
4. Other support staff as required

In an emergency, swift action would need to be taken by any member of staff to secure assistance for any pupil. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site. Parents of children with medical conditions may be asked to accompany their child on those occasions.

When pupils are out of school for periods of time with a medical condition, it is the responsibility of the class teacher to:

- ◆ ensure that, wherever appropriate, they are provided with work to do at home and that this work is assessed and recorded appropriately.
- ◆ maintain contact with the pupil and his/her family.
- ◆ ensure that the pupil is welcomed back into school with the minimum of disruption.
- ◆ ensure that the pupil has any additional support necessary to catch up with work and maintain best progress.

### **Medication Coming Into School**

Most medication prescribed for a pupil will be able to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and there is no need for medication to come into school.

No medication will be allowed into school unless it is clearly prescribed and labelled with:

- The child's name
- The name and strength of the medication
- The dosage and when the medication should be given
- The expiry date

This information should be checked each and every time that medication is administered.

- ❖ All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.
- ❖ Where two types of medication are required, each should be a separate container.
- ❖ Where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication.
- ❖ Parents/carers should hand all medication to the named contact or the Headteacher/Head of School on arrival at school. The best way of dealing with the medication will be agreed.
- ❖ Medicines will normally be stored in a locked cupboard in the office or where necessary, in the lockable refrigerator and accessed only by staff named in Section B(iv) above.
- ❖ Certain medicines, such as asthma inhalers, epi-pen, insulin pen etc. may need to be readily available to pupils. These will be kept in an agreed, secure area of the child's classroom.
- ❖ Disposal of needles needs to be carried out in a yellow sharps bin which is to be provided by the parents/carers.

## **Prescribed and Non-Prescribed Medication**

Medication issued on the instructions of a member of a Primary Care Trust (most usually a GP or consultant) are known as prescribed drugs.

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils. These drugs should be treated in the same careful manner as all other prescribed medication, in line with the procedures agreed by Wolverhampton Local Authority and described within this guidance.

Under no circumstances will medication be given to pupils unless written permission has been obtained from parents/carers.

Some non-prescribed or homeopathic medication needs to be taken on a very regular basis. Medication of this type will only be allowed into school with the express permission of Headteacher/Head of School and when parents/carers have completed all necessary forms.

## **Off-Site Activities**

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit, a residential experience, work experience/college placement.

A risk assessment on the specific needs of the pupil in the particular activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the particular pupil a meeting will be requested with the parents/carers in order to agreed the best way forward. A written agreement will be reached before the activity takes place.

## **Special Educational Needs and Pupils with Medical Needs**

On occasion, pupils with medical needs may need provision that is different from or additional to that made for other pupils in the school, in order to make adequate progress in their learning.

In this case an individual health plan will be written that specifies the targets for the pupil and the special teaching strategies required to ensure their progress.

The SENCO's at the schools has responsibility for overseeing provision for pupils on individual health plans.

- Perry Hall Primary – Mrs Russell
- Berrybrook Primary – Miss Pritchard
- Dunstall Hill Primary – Mr L Fellows
- Birds Bush Primary – Mrs Ginny Brooke

## **Pupils receiving education otherwise than at school because of medical needs**

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, School SENCO's (named contact above) will ensure that relevant school records, including up-to-date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education otherwise than at school because of medical needs they remain on the roll of School. In these cases, the SENCOs (named contact above) will attend review meetings and provide materials for agreed work programmes on a termly basis.

## **Monitoring, Review and Evaluation**

This implementation of this policy will be monitored by the SENCO's (named contact above) and issues will be reported to Governors through the Head Teacher's report.

The success of this policy will be evaluated by the Executive Headteacher, staff and governors and reported to parents, with any proposals for improvements.