



## **Wilkinson Primary School**

### **Policy on the Management of Pupils with Medical Needs**

#### **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 antibiotics, 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 Governors, Head Teacher and staff of Wilkinson Primary School will conform to all statutory guidance and work within guidance issued by Wolverhampton Local Authority and Wolverhampton City Primary Care Trust. (PCT).

The Governors, Head Teacher and Staff:

- Are committed to ensuring that all pupils have access to as much education as their medical condition allows, maintaining the momentum of their studies, keeping up with their peers and fulfilling their educational potential.
- Recognise 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.
- recognise 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 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) Governing Body**

The Governors of Wilkinson Primary School:

- Will ensure that the school has an effective policy on the management of pupils with medical needs.
- Have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher.
- Will receive information on issues relating to the management of pupils with medical needs.
- 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.
- will ensure that arrangements are clear regarding support for pupils with medical conditions in participating in school trips and sporting activities.
- will ensure procedures are in place to cover any transitional arrangements between schools.
- will ensure written records are kept of all medications administered.

### **(ii) Head Teacher**

Subject to the provisions set out in this policy and guidance document, the Head Teacher will accept responsibility for the school 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 ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs.
- 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) Family Liaison**

In order to ensure that parents, staff, governors and outside agencies that have contact with pupils with medical needs have an easy route to communication with the school Family Liaison

- Ensuring 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.

- Ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs
- Monitoring the attendance of pupils with longer term medical needs.
- Assisting in maintaining contact with pupils out of school because of medical needs.
- Attending multi agency reviews as required.
- Ensuring 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.
- Providing 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. At Wilkinson Primary School, the following staff have volunteered to take responsibility for administering medicine and supervise pupils taking medication.

- Office staff
- Other support staff as required.

#### **(v) Office staff**

The office staff will ensure:

- The school's system of record keeping for pupils with medical needs is up to date.
- Ensuring the confidentiality of all records on pupils with medical needs.

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 normal school hours and there is no need for medication to come into school. If a GP has recommended medication to be administered 4 times a day or at specific times then this needs to be clearly labelled on the medication. The school can then administer it in school.

No medication will be allowed into school unless it is clearly 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 consultants must accompany the medication.
- Parents/carers should take all medication in to the School Office 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 refrigerator and accessed only by staff named in Section B (IV) above.
- Certain medicines, such as asthma inhalers may need to be readily available to pupils. These will be kept in the office.

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

Medication issued on the instructions of a member of a Clinical Commissioning Group (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 procedure 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 Mrs Gibbon (Head Teacher) 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 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 adjustment should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest 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 agree the best way forward. A written agreement will be reached before the activity takes place.

## **Special Educational Needs and Pupil 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 Mrs Foster has responsibility for overseeing provision for pupils on individual health plans.

### **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 or pupil referral unit, Miss Lane 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 Wilkinson Primary School. In these cases, Miss Lane will attend review meeting and provide materials for agreed work programmes on a termly basis.

### **Monitoring, Review and Evaluation**

The implementation of this policy will be monitored by the Head Teacher and issues will be reported to Governors through the Head Teacher's report.

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

Date Approved: October 2024

Date to be Reviewed: November 2026