



## Medical Needs Policy

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This policy has been drawn up in accordance with the DfE guidance *Managing medicines in schools*.

### Principles

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having *medical* needs. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

This policy defines the ways in which Samuel Cody School supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

### Aims

1. To ensure that children with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents, staff, Headteacher, Governing Body, etc.

### Practice

1. **Parents/carers** are responsible for ensuring that their child is well enough to attend school.
2. **Parents/carers** must provide the Headteacher with sufficient information about their child's medical condition and support and care required at school.
3. **Parents/carers and the Headteacher** must reach an agreement on the school's role and responsibility for support for the child.
4. In the event of legal action over an allegation of negligence, it is *the employer*, rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore, thorough and accurate record-keeping



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systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.

5. **The Headteacher** will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs.
6. **The Headteacher** will ensure that all parents are informed of the school's policy and procedures for medical needs.
7. **The Governing Body** will ensure that the school has clear systems in place, in relation to this area of school life.
8. **School staff** are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening. They need to understand:
  - a. The nature of the condition
  - b. When the pupils may need extra attention
  - c. Where the pupils may need extra attention  
(This information is to be provided by the pupil's parents)
  - d. The likelihood of an emergency
  - e. The action to take in the event of an emergency
9. **There is no legal duty which requires school staff to administer medication. This is a voluntary role.**

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.
10. The Governing Body of Samuel Cody Specialist Sports College has determined that Paracetamol medication will be issued by the School Nurse as per instructions given by parents on the medical form. The School Nurse will notify the parents in writing on the day the Paracetamol are taken.
11. The Governing Body of Samuel Cody Specialist Sports College has determined that school staff may, if willing, supervise pupils taking medication provided:
  - a. There has been a written request from parents
  - b. There have been written details from the parents or doctor including:
    - i. Name of medication
    - ii. Dose
    - iii. Method of administration
    - iv. Time and frequency of administration
    - v. Other treatments
    - vi. Any side effects

(see form 1 )

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The school will keep a record of medicine taken by pupils under supervision of named staff, using the Daily Medication Record Book.

12. Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents will be informed immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain unmedicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

### 13. School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures.

Medication for each child is placed in an individual envelope with pupils name, date, name of medication, dose and time to be taken.

14. Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are:

The Local Authority

The *Health* Authority, through NHS trusts

The School health Service (usually through the School Nurse)

The child's General practitioner

The Community Paediatrician

The Community Service Pharmacist

## Appendices

- Appendix A    Form 1 Administration of medicines during school  
                    Form 2 Record of Prescribed medicines given on school trips



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**Appendix A**

**Administration of Medicines and Treatment Consent Form**

<b>Name of setting</b>	
<b>Name of child</b>	
<b>Address of child</b>	

<b>Parents' home telephone number</b>	
<b>Parents' mobile telephone number</b>	

<b>Name of GP</b>	
<b>GP's telephone number</b>	

Please tick the appropriate box

<b>My child will be responsible for the self-administration of medicines as directed below</b>				
<b>I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff consider necessary</b>				
<b>Only the school nurse is medically trained</b>				
<b>Signature of parent or carer</b>				
<b>Date of signature</b>				
<b>Name of medicine</b>	<b>Required dose</b>	<b>Frequency</b>	<b>Course finish</b>	<b>Medicine expiry</b>
<b>Special instructions</b>				
<b>Allergies</b>				
<b>Other prescribed medicines</b>				



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**Record of Prescribed Medicines Given to a Child on a school trip**

<b>Name of child</b>	
<b>Date of birth of child</b>	

<b>Date</b>	<b>Name of Trip</b>	<b>Time</b>	<b>Medicine given</b>	<b>Dose</b>	<b>First signature</b>