



Sheep Dip Lane  
PRIMARY SCHOOL

# Supporting Children with Medical Conditions Policy

September 2015

Policy ratified on:			
Date for review:	September 2015	September 2016	
Signed/Responsible: Chair of Governors	J Thomas		
Signed Head Teacher	F Parish		

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## Sheep Dip Lane Primary School: Supporting Children with Medical Conditions Reviewed: September 2014, September 2015

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**Linked Policies:** Managing Medicines Policy  
First Aid in School

### Definition

Pupils' medical needs 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

Local Authorities 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.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **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. The school takes advice and guidance from Doncaster Metropolitan Borough Council's Recommended Procedures for The Management of Medicines in School's and Settings which encourages self-administration of medication when possible. Additional support and advice is also sought from the School Nurses and other Health Teams such as the diabetes nurse, Consultants based as DRI and the asthma team.

### Aims

The school aims to:

- assist parents/carers in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA 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/carers 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/carers 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 school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- all medicines brought into school for children are to be confirmed by the Head Teacher or Deputy Head Teacher. Final permission for the administering of medicines in school lies with the Head Teacher or Deputy Head Teacher.
- 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.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Procedures**

- Any medicines brought into school by a parent/carer must be passed directly to a qualified first aider in school.
- A completed medication document is completed, signed by the parent/carer, first aider and confirmed by the Head Teacher or Deputy Head Teacher.
- Medicines required to be refrigerated must be placed into the secure fridge on school site with the label clearly visible.
- Only a qualified first aider is to administer the medicine to the specified child.

- Parents/carers are to be informed daily of the medication administered to their child.
- Any changes to procedure must be conveyed appropriately by both parents/carers and school staff.
- If a child is deemed able to administer their own medication (for example when taking insulin for diabetes) it would be discussed with the child, parents/carers and a health professional when appropriate to begin self-administration.
- Where a child receives medication for a medical diagnosis (eg. Diabetes, asthma, cerebral palsy) a health care plan will be created with the involvement of school staff, a qualified first aider, parents/carers, the child and any necessary health professional. This plan is to be updated regularly.
- Regular medication in such event will be conveyed to parents/carers daily where required and logged in school.