



## Woodgrange Infant School Medical Needs Policy

### Mission Statement

We aim to create a happy and secure atmosphere in which each child is respected as an individual beginning to take her or his place within the wider society. We are fortunate in having children of many cultures attending our school so that from a very early age they are learning to live together and are helping to create a more harmonious society.

### Aims

- To provide opportunities for all pupils to learn and to achieve
- To meet the needs of all our pupils with medical conditions
- To overcome actual or potential barriers to learning faced by pupils with medical conditions

### Responsibilities

As a school we will all work closely with parents and healthcare professionals to ensure we fully understand the medical needs of our pupils and how they might impact on a child's access to a full and rich educational experience.

After being made aware of medical needs the Inclusion Manager will meet with parents and, as far as possible consult with healthcare professionals in advance of a school admission but we recognise that in some instances such as a newly diagnosed condition or lack of availability of school nursing staff this may be impossible. We will aim to have plans securely in place within two weeks of admission.

Communication is key to maintaining the safety of children with medical needs:

Who	Responsibility
Headteacher will	<ul style="list-style-type: none"> <li>• Ensure the policy is known and followed by staff</li> <li>• Ensure office staff are aware of and sensitive to the circumstances around a child's health and will accommodate medical appointments and absences due to illness without placing pressure on parents with regard to attendance.</li> <li>• Ensure risk assessments are in place for educational visits</li> </ul>
Inclusion manager will	<ul style="list-style-type: none"> <li>• Ensure sufficient staff are properly trained to provide the support the child's needs, including plans to cover staff absence</li> </ul>
The class Teacher /Teaching Assistant will	<ul style="list-style-type: none"> <li>• Keep parents informed of any issues which may affect their child's health or well-being such as the presence of infectious diseases in school.</li> <li>• Regularly check medication in school is in date and alert Parents if the expiry date is approaching</li> <li>• Ensure cover teachers/ TAs are fully aware of needs and understand risks and know what to do in the event of...</li> <li>• Administer medicines once adequately trained</li> </ul>
Parents will	<ul style="list-style-type: none"> <li>• Provide up to date information about their child's needs and any changes</li> <li>• Ensure school has in date medicines</li> <li>• Sign consent forms</li> </ul>

### Healthcare plans

The Inclusion manager will liaise with the school nurse or other medical professionals to develop and monitor healthcare plans.

Their scope will include:

- The medical condition- triggers, signs, symptoms and treatments
- The resulting needs: medication, dosages, storage, timings, equipment, access to food and drink, dietary requirements and environmental issues such as private space for treatment
- Specific or additional support
- Level of support and the extent to which a child is able to self-care
- Who provides support, their training needs, clarity over their role- what is expected, cover arrangements

- Who (in school) needs to know
- Written permission from parents for medicine to be administered in school
- Separate arrangements for educational visits
- Arrangements to maintain confidentiality
- Emergency arrangements (see below)

The Educational Visits Lead (DHT) will liaise with the class teacher and Inclusion manager to carry out relevant planning and risk assessments

### **In an emergency**

Should medical assistance be required an ambulance will be called. Parents will be called. If they cannot reach school before the emergency services arrive a familiar member of staff will accompany the child to hospital- taking information about the child and their medical needs with them.

### **Medicines in school**

Medicines will only be administered in school if it would be detrimental to a child's health or attendance to not do so.

We will ensure we have written parental consent (form in office) with clear instructions from parents.

Medicines will not be locked away but will be stored safely and sensibly and children will know where they are kept. Medicines that need to be stored in the fridge are kept in the First Aid Room.

We will administer prescription medicines and familiar common non prescription medicine such as calpol as long as clear, signed instructions are given by parents.

Any member of staff can administer medicine but no one is compelled to do so.

A note should be made on the consent form indicating the time and dosage administered.

### **We will always**

- Include children with medical needs in learning activities in school
- Ensure children know how to access medical equipment or medicines such as asthma inhalers and know who can help them
- Follow agreed procedures as outline in this policy
- Listen to the views of children and their parents
- Take the advice of healthcare professionals
- Try hard not to send children home from school unnecessarily
- Be understanding about attendance where it is impacted by medical conditions

### **If there is a problem**

If parents are unhappy with the arrangements or care given in school they should talk in the first instance with the Inclusion manager. If their concerns are not resolved then, in line with the school's complaints procedures they should address their concerns to the Headteacher and if still not resolved, the Governing Body.

This policy should be read in conjunction with our Inclusion Policy and our Equalities Statement  
November 2015

This policy will be reviewed in 2017