



POLISI ANGHENION MEDDYGOL

MEDICAL NEEDS POLICY

PARATOWYD PREPARED	Rhagfyr 2015 / <i>December 2015</i>
CADARNHAWYD RATIFIED	Rhagfyr 2015 / <i>December 2015</i>
ADOLYGWYD REVIEWED	Medi 2019 / <i>September 2019</i>
CYLCH ADOLYGU REVIEW CYCLE	3 blynedd / <i>3 years</i>

**YSGOL GYMRAEG LLUNDAIN
LONDON WELSH SCHOOL**

Medical Needs Policy 2019 - 2022

Mission

Our aim is to ensure that the school is an inclusive community that welcomes and supports pupils with medical conditions so that they can play a full and active role in all aspects of school life, remain as healthy as possible and achieve their academic potential.

Compliance

This policy follows guidance and support from the Government document 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' (2014). The policy also has due regard to the following documents:

- Children and Families Act 2014 (Section 100)
- Disability Act 2010
- Equality Act 2010
- SEND Code of Practice 0-25 (2014)
- YG Llundain Safeguarding Policy
- YG Llundain Special Educational Needs and Disability Policy
- YG Llundain Accessibility Policy and Plan
- Teachers Standards 2012

Definition of a Medical Need

A child is considered to have a medical need within school if he or she has a medical problem or disability which needs additional provision. A child has a medical need if they:

- a) have a chronic condition which needs continual medication to be administered (either by the child or a designated member of staff)
- b) have an underlying medical condition, with medication stored for use in emergency
- c) have a current medical condition whereby short term medication is needed to treat the cause

Objectives

We believe that every child at Ysgol Gymraeg Llundain London Welsh School has the right to reach their full potential and we aim to consider the needs of the whole child including their additional medical need.

Our objectives to achieve are outlined below.

1. To support all children with medical conditions by having a set of questions concerning their child's health for parents to answer as part of the enrolment process
2. To keep a record of all children with medical conditions
3. To have an individual healthcare plan for all children with medical conditions
4. To establish a close collaborative relationship with parents and carers.

5. To have clear guidance on administering medication at school
6. To support staff who administer medication
7. To have clear guidance on storing medication and equipment at school
8. To have clear guidance on emergency inhalers and adrenaline pens
9. To promote staff training in supporting pupils with medical conditions
10. To ensure that all staff including temporary staff are aware of this “Supporting Pupils with Medical Conditions Policy” emergency procedures and are encouraged to undergo further training
11. To ensure that the school has a sufficient number of trained first aiders
12. To ensure that the whole school environment is inclusive
13. To ensure that arrangements are made for pupils with medical conditions to participate in all aspects of the curriculum where reasonably possible
14. To understand the impact a medical condition may have on attendance and learning
15. To learn from incidents and complaints

General Principles

The administration of medicine is the responsibility of parents and carers. Where clinically possible, parents/carers should request their prescribing clinician to prescribe medication in dose frequencies which enable them to be taken outside the school day. Although there is no requirement for staff to administer medication, we understand that with young children and for children with chronic conditions, it may be necessary for staff to support a child’s medical needs. Parents may be asked to come to school to administer medicine.

Short term illness

- Children who are suffering from short-term conditions and who are clearly unwell should not be in school, and the head-teacher reserves the right to ask parents/ carers to keep them at home.
- Children who have sickness and/or diarrhoea must not return to school for 48 hours
- The school insists that parents follow recommended NHS advice or guidelines before returning children to school following an infectious disease or condition.
- If a child is well enough for school and does not have a contagious condition, parents may send their children to school with prescriptive medicine or an anti-histamine medication by following the medication administration procedure below.

Chronic illness/ disability

It may be necessary for children with long term conditions to take prescribed medication during school hours. It is encouraged for children to take control of their medication where possible e.g using an inhaler or giving own insulin injections. We support this practice wherever possible.

Where young children or children with additional needs require medication, adult support will be needed. We comply with the medication administration procedure below, and emphasize that the school aim to support children’s individual healthcare plan; however, it continues to be the ultimate responsibility of parents and carers.

Acute Illness

Following a duty of care towards children in school all staff must respond promptly and responsibly if a child is taken ill suddenly. All staff have first aid training and are required to react according to their training given an emergency situation. Staff are also trained by a professional to use specific medication should a child in our care need it e.g. Epi-pen training.

Prolonged Absence

As a duty of care the school will inform appropriate authorities if a child is away from school due to medical needs for a period of more than 15 working days. During this time, the class teacher will co-ordinate provision for the child. This will include meeting with other members of staff to identify the child's educational needs, liaising with external agencies, informing the pupil of school events, facilitating peer contact, and maintaining a good working relationship with parents/carers through regular review meetings. We encourage parents/carers to consider a phased return when children are well enough to ensure a smooth and comfortable transition.

Medical Administration Policy

As mentioned, the school has a strict medical administration policy and is not legally required to administer medication.

Where medicines are to be administered at school, it is important that a parent/carer fill our medicinal consent form. They must note the following:

1. Name and class of the child
2. Medication involved
3. Circumstances medication should be administered
4. Frequency and level of dosage
5. Doctor contact details and emergency number

For chronic conditions, including allergies that require the use of an Epi-pen, we require an individual health care plan from the child's doctor stating exact needs and medication.

Standard Practice

When administering medicines, staff must follow the following procedure

1. Ask the Parent/Carer to complete the Medicine Administration Request Form
2. Refer to this form prior to administering medicine
3. Check the child's name on the form and corresponding medicine
4. Check prescribed dose
5. Check expiry date
6. Check prescribed frequency of the medication
7. Measure the dose
8. If a child is old enough, he/she can administer his/her medicine independently under adult supervision.
9. Complete and sign an Administration of Medicine Record Sheet
10. File appropriate forms in the Medical Record Book.

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If uncertain, staff are advised to not give the medication and to inform parents/carers as soon as possible.

Should a child refuse the medication, this is to be recorded on an Administration of Medicine Record Sheet and parents/carers contacted as soon as possible.

Medical Storage

All medicines should be kept in the container supplied, clearly labelled with child's name and instructions. All children of an appropriate age with medical conditions should have easy access to

their emergency medications. Some may require refrigeration, these must be kept in a container clearly marked 'Medicines'.

Medical Disposals

Parents are asked to collect out-of-date medication. If this does not occur, medication should be taken to a pharmacy for disposal.

Supporting Children with Medical Needs

We aim to support pupils with medical conditions to ensure they have full access to education, which includes school visits and physical education. Children are invited to contribute to the decision-making in their education, and will have opportunities to express their choices at regular meetings.

We use opportunities such as personal, social, health and economic education (PSHE) and science lessons to raise awareness of medical conditions to help promote a positive environment.

We recognize that any measures to identify pupils with medical conditions for their safety should be proportionate and take into account confidentiality and emotional wellbeing.

All staff working with the child have a duty of care to a child with medical needs. They must act promptly in a case of emergency and inform parents/carers of any potential worry or need. Teachers are required to ensure all lessons allow the child fair and safe access to the curriculum, and must plan accordingly to needs. Due regard to a child's medical needs are needed on school trips and visits, forming part of the risk assessment before the visit, requiring consultation with parents or carers and pupils. Appropriate medication, emergency contacts and allowances must be planned in advance as needed.

We aim to comply with our duties to ensure access for children with disabilities under the Equality Act 2010, please see our Equality, Diversity and Community Cohesion Policy for further information.

If a child's medical condition is likely to have a long term impact on his/hers education, the school may request an assessment for an Education and Health Care Plan (under the SEND Code of Practice, 2014). The school will work with the child, parent/carers and other agencies involved. Please see our Special Educational Needs and Disability Policy for further information.

Supporting Parents and Carers.

We strongly believe that a collaborative relationship between school and families is needed to support all children and we aim to continually keep parents and carers informed of any worry, difficulty and development. As a school we also aim to allow access external agencies where possible and should a child need an individual healthcare plan, it is our duty ensure we are aware of needs within school.

Training and Resources

The policy is part of all staff induction including temporary supply staff and volunteers. Teachers and support staff should receive appropriate training and guidance based on individual children's needs.

First Aid training is provided by external agencies and addresses the understanding of a range of differing needs and potential emergency procedures to administer for adults and young children.

Roles and Responsibilities

Lead Teacher:

- Meet with class teachers to identify and monitor the child's educational needs
- Liaise with external agencies
- Arrange training and support for staff caring for children with medical needs
- Provide access to adequate training to all staff
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Ensure reasonably practical resources are available to children and staff which will help a child's medical needs e.g. toilet access, drinkable water.
- Ensure support and guidance for children, families and staff
- Provide all relevant information is transferred should a child move school.

Class Teacher:

- Provide quality first teaching within the classroom and ensure delivery of the curriculum which allows each child to experience success regardless of medical needs.
- Provide reports for external agencies of child's needs or progress
- Liaise with other members of staff and families.
- Regularly review provision with appropriate records
- Maintain a good working relationship with parents/carers through regular review meetings
- Inform the pupil of school events and facilitate peer contact if a prolonged absence
- Fulfil all other duties required of a class teacher by the Teaching Standards

Governing Body:

- In governance with the Head-teacher, the Governing Body will oversee the school's general policy, provision, training and staffing for children with medical needs
- Please see statutory guidance for governors (Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, 2014) for further responsibility and legal requirements.

Parents/Carers, Child and Families

- Parents/carers are expected to continually inform staff of their child's medical needs and any medication changes.
- Keep school informed of any significant information about the child which could affect their education and well-being.
- Whenever possible we aim to support independence in our children fostering and encouraging responsible learners.

Storing and Managing Information

Information and documents are stored in line with the government guidance under the GDPR Act 2018 on keeping and maintaining records. Please refer to 'Gov.UK: Keeping and Maintaining Records' for further information.

Complaints Procedure

In the event of a complaint against the school, the processes within the Complaints Policy will be followed.

Accessibility

Please refer to our Accessibility Plan (Disability Equality) for information.

Bullying

Our ethos is to promote tolerance and independence in all our pupils. Further information is available in our Anti-Bullying policy.

ARWYDDWYD GAN:		
SIGNED BY:		
M Jones	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Medi 2019 <i>September 2019</i>
R King	Athrawes Arweiniol <i>Lead Teacher</i>	Medi 2019 <i>September 2019</i>
S Rees Jones	Athrawes Arweiniol Weithredol <i>Executive Lead Teacher</i>	Medi 2020 <i>September 2020</i>
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Medi 2021 <i>September 2021</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Medi 2021 <i>September 2021</i>