Supporting Pupils with Medical Conditions Policy

Southmead Primary School



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| **Approved by:** | Full Governing Body | **Date: 4th February 2020** |
| **Last reviewed on:** | 4th July 2018 |
| **Next review due by:** | 5th February 2023 |

This school is an inclusive community that aims to support and welcome pupils with medical conditions.

Background

Section 100 of the Children and Families Act 2014 placed a new duty on governing bodies to make arrangements for supporting pupils at school with medical conditions. Statutory guidance in this document (in bold type) ensures that the governing body meets their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN code of practice.

**The governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.**

**The governing body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. At Southmead, we focus on the needs of each individual child and how their medical condition impacts on their school life.**

**The governing body will ensure that the arrangements in this policy give parents and pupils confidence in the school’s ability to provide effective support for medical conditions in school. The policy demonstrates an understanding of how medical conditions impact on a child’s ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.**

**This policy is readily accessible to parents and school staff via the school website, the x: drive and a paper copy is stored in the school office.**

**This policy sets out the procedures to be followed whenever Southmead Primary School is notified that a pupil has a medical condition.**

At Southmead we understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We aim to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

* Be healthy
* Stay safe
* Enjoys and achieve
* Make a positive contribution
* Achieve economic well-being

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them to do this.

We aim to include all pupils with medical conditions in all activities.

Parents and carers\* of pupils with medical conditions feel secure in the care their children receive at this school.

We ensure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

\* The term parent and carers implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

This school has consulted on the development of this medical condition policy with a wide range of key stakeholders within both the school and health settings. These include:

* Pupils with medical conditions
* Parents
* School nurse
* Head teacher
* Teachers
* Special educational needs coordinator
* Members of staff trained in first aid
* School governors

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Parents are informed and regularly reminded about the medical conditions policy:

* When their child is enrolled as a new pupil
* At the start of the school year when communication is sent out about Healthcare Plans
* In the school newsletter at several intervals in the school year
* Via the school’s website
* Through school wide communication

School staff are informed and regularly reminded about the medical conditions policy:

* Through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
* At a scheduled medical conditions training
* Through the key principles of the policy being displayed in staff areas and classrooms
* Through school wide communication about results of the monitoring and evaluation of the policy
* All supply and temporary staff are informed of the policy and their responsibilities

Relevant local health staff are informed and regularly reminded about the school’s medical conditions policy. The Governing body will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

* Via care links and the school/community nurse

All other external stakeholders are informed and reminded about the school’s medical conditions policy

* By letter accompanied with a printed copy of the policy summary at the start of the school year
* Through communication about results of the monitoring and evaluation of the policy

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

We use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

This school has procedures in place so that a copy of the pupils Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this in not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

All staff understand and are trained in the schools general emergency procedures.

All staff know what action to take in the event of a medical emergency. This includes:

* How to contact emergency services and what information to give
* Who to contact in the school

If a pupil needs to be taken to hospital by ambulance, a member of staff will always accompany them and they will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take pupils to hospital in their own car. The school has clear guidance from the local authority on when (and if) this is appropriate.

We have clear guidance on the administration of medication at school

**Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).** A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Administration – emergency medication

All pupils at this school with medical conditions have easy access to their emergency medication.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

In the event of a controlled drug being needed in school they will be stored and administered in line with current legislation.

This school understands the importance of medication being taken as prescribed. Parents requesting staff to administer medicines will complete form ED1594, copies will be kept in the office and by the class teacher.

Medication will be clearly named and will have clear instructions for dosage.

This school will keep a record of medicines administered by staff.

Many members of staff are happy to take on the voluntary role of administering medication.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents at this school understand that if their child’s medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupils, their parents are informed as soon as possible. These pupils are subject to the schools usual disciplinary procedures.

This school has clear guidance on the storage of medication

Safe Storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

Safe Storage – non emergency medication

Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe Storage – general

Three times a year the relevant teaching staff member checks the expiry dates for all medication currently stored at school and parents are informed of out of date medication and a record is kept in the pupils file.

The identified member of staff , along with the parents of pupils with medical conditions ensure all emergency and non emergency medication brought into school is clearly labelled with the pupils name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

All medication will be stored securely.

All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holidays.

It is the parent’s responsibility to ensure new and in date medication comes into school and is replaced as required.

Safe Disposal

Parents at this school are asked to collect out of date medication.

Sharps boxes are used for the disposal of needles when required. Parents will obtain sharps boxes. They will be stored in a secure area in school.

Collection and disposal of sharps boxes is arranged with the parents.

This school has clear guidance about record keeping

Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. (Include about healthcare plans and head forms going to hospital).

For a child starting at the school arrangements should be in pace in time for the start of the relevant school term. In other cases, such as new diagnosis or children moving school mid-term, every effort should be made to ensure that arrangements are put in place within two weeks. [DFES SPASWMC Section 11]

Healthcare Plans

We use a Healthcare Plan to record important details about individual children’s **medical needs at school, their triggers, signs, symptoms, medication and other treatments.** Further documentation can be attached to the Healthcare Plan if required.

**The Plan must also consider**

* **the pupil’s resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;**
* **specific support for the pupil’s educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;**
* **the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;**
* **who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child’s medical condition from a healthcare professional; and cover arrangements for when they are unavailable;**
* **who in the school needs to be aware of the child’s condition and the support required;**
* **arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;**
* **separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments;**
* **where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child’s condition; and**
* **what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.**

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition.

We ensure that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Parents and pupils at this school are provided with a copy of the pupils current agreed Healthcare Plan.

Healthcare Plans are kept in a secure location at school.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

We ensure that all staff protect pupil confidentiality.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupils Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at appendix one.

**Plans must reviewed at least annually or earlier if evidence is presented that the child’s needs have changed. Plans should be developed with the child’s best interests in mind and ensure that the school assesses and manages risks to the child’s education, health and social well-being and minimises disruption.**

Other Record Keeping

**This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication (Appendix two). Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.**

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

This school ensures that the whole environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

We are committed to providing a physical environment that is accessible to pupils with medical conditions.

Our commitment to an accessible physical environment includes out-of-school visits. We recognise that this sometimes means changing activities or locations.

Social Interactions

We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

We ensure the medical needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the schools anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical Activity

We understand the importance of all pupils taking part in sports, games and activities.

We ensure all teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

We ensure all teachers and sports coaches understand that pupils should not be forced to take part in activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

We ensure all teachers and sports coaches are aware of the potential triggers for pupils’ medical conditions when exercising and how to minimize these triggers.

We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

**Arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.**

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Southmead will work with local authorities, health professionals and other support services to ensure that children with medical conditions receive a full education. In some cases, this may require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority. Southmead will give consideration to how children will be reintegrated back into school after periods of absence.

All staff at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The schools SEN coordinator consults the pupil, parents and the pupil’s healthcare professional to ensure the effect of the pupil’s condition on their schoolwork is properly considered.

Pupils at this school learn about what to do in the event of a medical emergency.

Residential Visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include; how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

We use Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.

We review medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school’s policy and procedures are implemented after each review.

We work in partnership with all interested and relevant parties including the schools governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

This schools employer has a responsibility to:

* Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings and field trips
* Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
* Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
* Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school’s medical conditions policy
* Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

**Governing bodies ensure that the policy will be implemented effectively by naming the Head Teachers as having overall responsibility for policy implementation.**

Head Teacher

This school’s Head Teacher has a responsibility to:

* Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
* Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support, parents, governors, the school health service and local emergency care services
* Ensure the policy is put into action, with good communication of the policy to all
* Ensure every aspect of the policy is maintained
* Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils Healthcare Plans
* Ensure pupil confidentiality
* Assess the training and development needs of staff and arrange for them to be met
* Ensure all supply teachers and new staff know the medical conditions policy
* Ensure that all relevant staff (including supply teachers) will be made aware of the child’s condition, and cover arrangements in case of staff absence or staff turnover to ensure someone is always available
* Ensure risk assessments for school visits, holidays, and other school activities outside of the normal timetable are carried out
* Delegate a staff member to check medicines kept at school and maintain the school medical conditions register
* Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
* Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

All staff at this school have a responsibility to:

* Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
* Understand the school’s medical conditions policy
* Know which pupils in their care have a medical condition and be familiar with the content of the pupils Healthcare Plan
* Allow all pupils to have immediate access to their emergency medication
* Maintain effective communication with parents including informing them if their child has been unwell at school
* Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
* Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
* Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
* Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

Teachers at this school have a responsibility to:

* Ensure pupils who have been unwell catch up on missed school work
* Be aware that medical conditions can affect a pupil’s learning and provide extra help when pupils need it
* Liaise with parents and the special educational needs coordinator if a child is falling behind with their work because of their condition
* Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness medical conditions

The school nurse at this school has a responsibility to:

* Help update the school’s medical conditions policy
* Help provide regular training for school staff in managing the most common medical conditions at school
* Provide information about where the school can access other specialist training.

First aiders at this school have a responsibility to:

* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
* When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators at this school have the responsibility to:

* help update the school’s medical condition policy
* know which pupils have a medical condition and which have special educational needs because of their condition
* ensure pupils who have been unwell catch up on missed schoolwork
* ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

The pastoral support/welfare officer at this school has the responsibility to:

* know which pupils have a medical condition and which have special educational needs because of their condition
* ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

The pupils at this school have a responsibility to:

* treat other pupils with and without a medical condition equally
* tell their parents, teacher or nearest staff member when they are not feeling well
* let a member of staff know if another pupil is feeling unwell
* treat all medication with respect
* know how to gain access to their medication in an emergency
* ensure a member of staff is called in an emergency situation

The parents of a child at this school have a responsibility to:

* tell the school if their child has a medical condition
* ensure the school has a complete and up-to-date Healthcare Plan for their child
* inform the school about the medication their child requires during school hours
* inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
* tell the school about any changes to their child’s medication, what they take, when and how much
* inform the school of any changes to their child’s condition
* ensure their child’s medication and medical devices are labelled with their child’s full name
* ensure that their child’s medication is within expiry dates
* keep their child at home if they are not well enough to attend school
* ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

The term ‘parent’ implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

The medical condition policy is reviewed, evaluated and updated every year in line with the school’s policy review timeline.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide range of key stakeholders within the school and health settings.

**Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child’s individual healthcare plan, it is not generally acceptable practice to:

* prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
* assume that every child with the same condition requires the same treatment;
* ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
* send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
* if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
* penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
* prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
* require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child’s medical needs; or
* prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

**Liability and indemnity**

* **The appropriate level of insurance is in place and appropriately reflects the level of risk.**

**Complaints**

**Should it become necessary for a complaint to be made concerning the support provided to a pupil(s) with medical conditions, the school’s Complaints Policy should be implemented.**

Further guidance

*Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England* can be found at <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

Other safeguarding legislation

**Section 21 of the Education Act 2002** provides that governing bodies of maintained schools must in discharging their functions in relation to the conduct of the school promote the well-being of pupils at the school.

**Section 175 of the Education Act 2002** provides that governing bodies of maintained schools must make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. Paragraph 7 of

Schedule 1 to the Independent School Standards (England) Regulations 2010 set this out in relation to academy schools and alternative provision academies.

**Section 3 of the Children Act 1989** provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.

**Section 17 of the Children Act 1989** gives local authorities a general duty to safeguard and promote the welfare of children in need in their area.

**Section 10 of the Children Act 2004** provides that the local authority must make arrangements to promote co-operation between the authority and relevant partners (including the governing body of a maintained school, the proprietor of an academy, clinical commissioning groups and the NHS Commissioning Board) with a view to improving the well-being of children, including their physical and mental health, protection from harm and neglect, and education. Relevant partners are under a duty to cooperate in the making of these arrangements.

**The NHS Act 2006: Section 3** gives Clinical Commissioning Groups a duty to arrange for the provision of health services to the extent the CCG considers it necessary to meet the reasonable needs of the persons for whom it's responsible. **Section 3A** provides for a CCG to arrange such services as it considers appropriate to secure improvements in physical and mental health of, and in the prevention, diagnosis and treatment of illness, in the persons for whom it's responsible. **Section 2A** provides for local authorities to secure improvements to public health, and in doing so, to commission school nurses.

Governing Bodies’ duties towards disabled children and adults are included in the **Equality Act 2010**, and the key elements are as follows:

* They must not discriminate against, harass or victimise disabled children and young people
* They must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage

Other relevant legislation

**Section 2 of the Health and Safety at Work Act 1974**, and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

Under the **Misuse of Drugs Act 1971** and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child that has been prescribed a controlled drug.

The **Medicines Act 1968** specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

**Regulation 5 of the School Premises (England) Regulations 2012** (as amended) provide that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It must contain a washing facility and be reasonably near to a toilet. It must not be teaching accommodation. Paragraph 23B of Schedule 1 to the Independent School Standards (England) Regulations 2010 replicates this provision for independent schools (including academy schools and alternative provision academies).

The Special Educational Needs Code of Practice

**Section 19 of the Education Act 1996** (as amended by Section 3 of the Children Schools and Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full time, or such part time education as is in a child’s best interests because of their health needs.

**Appendix One**



**Appendix Two**

# Record of Medicine Administered to an Individual Child at Southmead Primary School

|  |  |
| --- | --- |
| Name of school/setting |  |
| Name of child |  |
| Date medicine provided by parent |  |  |  |  |
| Group/class/form |  |
| Quantity received |  |
| Name and strength of medicine |  |
| Expiry date |  |  |  |  |
| Quantity returned |  |
| Dose and frequency of medicine |  |

Staff signature

Signature of parent

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  |  |  |  |  |  |  |  |  |
| Time given |  |  |  |
| Dose given |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials |  |  |  |
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| Date |  |  |  |  |  |  |  |  |  |
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| Dose given |  |  |  |
| Name of member of staff |  |  |  |
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| Name of member of staff |  |  |  |
| Staff initials |  |  |  |

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| Date |  |  |  |  |  |  |  |  |  |
| Time given |  |  |  |
| Dose given |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials |  |  |  |

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| Name of member of staff |  |  |  |
| Staff initials |  |  |  |