



WESTCROFT
SCHOOL

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WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE

MANAGEMENT OF PUPILS WITH MEDICAL NEEDS POLICY

DATE: SEPTEMBER 2023

REVIEW DATE: SEPTEMBER 2024

POLICY NAME: MANAGEMENT OF PUPILS WITH MEDICAL NEEDS POLICY

POLICY DATE: SEPTEMBER 2023

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Signed: _____ Head Teacher

Signed: _____ Chair of Governors

Date: _____

SECTION A: STATEMENT OF PRINCIPLES

Most pupils will at some time have a medical condition that affects their participation in some or all school activities. For most this will be short-term and where medication is required it will only involve finishing off a prescribed course, such as antibiotic eye drops etc.

A small number of pupils have medical conditions that, if not properly managed, will limit their access to an appropriate education. These pupils are said to have medical needs. Most pupils with medical needs are able to attend school regularly and, with appropriate support, can take part in all, or almost all, normal school activities.

The Governors and staff of Westcroft School and Wolverhampton Vocational Training Centre will conform to all statutory guidance and work within guidance issued.

The Governors, Executive Head Teacher and staff:

- are committed to ensuring that all pupils have access to as much education as their medical condition allows, in order to maintain the momentum of their studies, keep up with their peers and fulfil their educational potential.
- recognise the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for pupils with medical needs.
- recognise that on occasion pupils with long-term and/or complex medical needs will require intervention from a specialist provision, such as a different designation of special school, the Home and Hospital Tuition Service or the Orchard Centre.
- will work with specialist providers, whenever necessary, to ensure smooth transition to (and where appropriate back from) the specialist provision and, as far as is possible, provide continuity in learning.

SECTION B: RESPONSIBILITIES

(I) Local Governing Body of Westcroft and WVTC

The Governors:

- will ensure that the schools have an effective policy on the management of pupils with medical needs and that a summary of the policy is included in the prospectus
- have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher and Head of Centre.
- will receive information on issues relating to the management of pupils with medical needs, once a term, via the Head Teacher's and Centre Manager's reports.
- will review the effectiveness of this policy on an annual basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.

(ii) Executive Head Teacher

Subject to the provisions set out in this policy and guidance document, the Executive Head Teacher will accept responsibility for the schools giving, and/or supervising pupils taking, medication during the school day and:

- will ensure that all staff are aware of the statutory duties and safeguards that apply to their post;
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs. See Appendix D (Planning Forms);
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.

(iii) Named Contact

In order to ensure that parents, staff, governors and outside agencies who have contact with pupils with medical needs have an easy route to communication with the schools, the first contact for parents and outside agencies will be **Miss Slym**, our Assistant Headteacher.

Our Executive Head Teacher, Helen Andrioli will be responsible for:

- the school's system of record keeping for pupils with medical needs.
- ensuring the confidentiality of all records on pupils with medical needs.
- ensuring that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- ensuring that risk assessments are carried out wherever necessary, for both in-school and off-site activities
- ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs.
- monitoring the attendance of pupils with longer term medical needs.
- assisting in maintaining contact with pupils out of school because of medical needs.
- ensuring school representation at multi-agency reviews as required.
- ensuring that, wherever appropriate, pupils out of school for short periods of time with any medical condition are provided with work to do at home and this work is assessed and recorded appropriately.
- providing appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible.

(iv) Teachers and Other Staff

There is no statutory/contractual duty for teachers to administer medicine in school. Due to the nature of our pupils, staff do this on a voluntary basis and if they have any concerns regarding this they should speak with the Executive Head Teacher.

The following staff have specific duties to provide medical assistance as part of their contract:

1. Mrs Hall

2. Mrs Wilson (WVTC)

A number of staff have also received specific training to support named pupils with their individual medical needs.

However, all staff receive appropriate training which is provided by the school nurse and staff are aware of any pupils in their class with Care Plans.

In an emergency, swift action would need to be taken by any member of staff to secure assistance for any pupil. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to staff leading any activities taking place off the school site.

When pupils are out of school for short periods of time with a medical condition, it is the responsibility of the staff to:

- ensure that, wherever appropriate, they are provided with work to do at home and that this work is assessed and recorded appropriately.
- maintain contact with the pupil and his/her family.
- ensure that the pupil is welcomed back into school with the minimum of disruption.
- ensure that the pupil has any additional support necessary to catch up with work and maintain best progress.

SECTION C: MEDICATION COMING INTO SCHOOL

- Most medication prescribed for a pupil will have to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and there is no need for medication to come into school.
- No medication will be allowed into school unless it is clearly labelled with:
 - The child's name
 - The name and strength of the medication
 - The dosage and when the medication should be given
 - The expiry date

This information should be checked each and every time that medication is administered.

- All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.
- Where two types of medication are required, each should be a separate container.
- Where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication.
- Parents/carers should hand all medication to the office.

- Students should show all medication to the office on arrival at school, so that the best way of dealing with the medication can be agreed.
- Medicines will normally be stored in a locked cupboard in school or, where necessary, in the lockable refrigerator.
- Certain medicines, such as asthma inhalers may need to be readily available to pupils. These will be kept by:
 - the teacher/instructor
 - a designated teaching assistant
 - the pupil

Prescribed and Non-Prescribed Medication

Medication issued on the instructions of a member of a Primary Care Trust (most usually a GP or consultant) are known as prescribed drugs.

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils. These drugs should be treated in the same careful manner as all other prescribed medication.

Under no circumstances will medication be given to pupils unless written permission has been obtained from parents/carers.

Some non-prescribed or homeopathic medication needs to be taken on a very regular basis. Medication of this type will only be allowed into school with the express permission of Miss Andrioli (Executive Head Teacher) and when parents/carers have completed all necessary forms.

SECTION D: OFF-SITE ACTIVITIES

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit, a residential experience, work experience/college placement.

A risk assessment on the specific needs of the pupil in the particular activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the particular pupil, a meeting will be requested with the parents/carers in order to agree the best way forward. A written agreement will be reached before the activity takes place.

SECTION E: SPECIAL EDUCATIONAL NEEDS AND PUPILS WITH MEDICAL NEEDS

On occasion, even within a special school setting, pupils with medical needs may need provision that is different from or additional to that made for other pupils in the school, in order to make adequate progress in their learning.

In this case health concerns will be written into their Education, Health and Care Plan and their medical Care Plan.

SECTION F: PUPILS RECEIVING EDUCATION OTHERWISE THAN AT SCHOOL BECAUSE OF MEDICAL NEEDS

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, our Business Manger Operations will ensure that relevant school records, including up-to-date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education other than at school because of medical needs they remain on the roll of either school. In these cases, Assistant Headteacher (Jo Slym), Chris Potter (Centre Manager) or other relevant staff will attend review meetings and provide materials for agreed work programmes on a termly basis.

SECTION F: MONITORING, REVIEW AND EVALUATION

The implementation of this policy will be monitored by Miss Andrioli and issues will be reported to Governors on termly basis through the Head Teacher's and Centre Manager's report.