

**Graveley Primary School**  
**A Church of England (VC)**  
**School**



**Medical Needs Policy**  
**Summer 2017**  
**To be reviewed Summer 2019**

Chair of Governors  
A.Swinson

A handwritten signature in blue ink, appearing to read 'A. Swinson'.

The School recognises that co-operation between the School, parents, health professionals and other agencies is essential in order to provide a supportive environment for pupils with medical needs. We appreciate that for some pupils a medical condition will be a short-term problem and have a minimal effect on their participation in school activities; for other pupils, if not properly managed, it could limit their access to education. In order that all pupils are able to access most normal school activities, extra support and supervision is put in place to make sure these pupils, and others, are not put at risk.

The Governors of the School also recognise that there is no legal duty which requires staff to administer medication and that this is purely a voluntary role.

Parents are asked not to send their children to school if they are clearly unwell, as the school does not have the resources to manage sick children. The school has at least two members of staff who are qualified first-aiders.

This policy will ensure that:

- staff are fully informed of pupils with medical problems and given information on the nature and needs of the conditions. They are also made aware of the likelihood of any emergency arising whilst the pupil is in their care.
- the school maintains an extra care file that outlines pupils' medical needs and is easily accessible to all members of staff.
- parents are asked to inform the School of their child's medical need, and provide information on how to best deal with any problems that might arise from it.
- the school is fully informed by the pupil's GP/NHS Trust, or parents of any possible side effects to medication before being asked to administer it
- the parents are asked to complete a request form available from the school office asking for medication to be administered to their child. The school reserves the right not to administer the medication.
- the school will only consider administering medicines prescribed by a doctor. No non-prescribed medication will be administered to children.
- staff receive the full support of the Governing Body if they agree to administer medication.
- an individual health care plan is in place for those pupils who require one.

Current practice ensures that:

- the Governors have in place insurance arrangements to provide full cover for staff acting within the scope of their employment.
- the Governing Body will ensure that all willing staff will have appropriate training to support pupils with medical needs. Epipen training, training on how

to deal with asthma attacks, epileptic attacks and diabetic conditions will be given to staff annually as appropriate.

- professional support is drawn upon when writing individual health care plans.
- under no circumstances do staff administer non-prescription medication.
- no medication is administered to pupils without prior written agreement from parents.
- children with asthma must collect their pump from the staffroom for P.E. lessons and return it at the end of the session.
- medication is kept in a secure place but is not locked. It is not accessible to pupils.
- a register is maintained of all medication administered to pupils.

We will be succeeding when:

- staff administering medication have received appropriate training.
- individual health care plans are in place for those pupils who require them.
- insurance cover for staff is in place.
- the extra care file is in place and staff are aware of the children on the register.
- the register for the administration of medicines is in place.
- procedures for dealing with emergencies are in place and appropriate training has been completed.