

SUPPORTING PUPILS WITH MEDICAL NEEDS IN SCHOOL A GUIDE FOR PARENTS



This leaflet aims to give parents some general information about the way in which schools try to meet pupils' medical needs and suggests some of the ways in which parents can help school to do so.

GENERAL - Local Education Authorities and schools are responsible for the health and safety of pupils in their care. It is anticipated that staff may take the same care that a reasonable and careful parent would take in similar circumstances while they are responsible for the care and control of children. In Wirral the LEA works closely with the Health Authorities in order to provide schools with effective support and guidance for meeting the medical needs of pupils and providing detailed information and advice on expectations and best practice.

- In summary, this states that schools are able to develop their own policies and procedures for supporting pupil's medical needs, including arrangements for the administering of medication at school.
- In general staff cannot be legally required to administer medication or supervise a pupil taking it. This is a voluntary role. There may be in some cases non-teaching staff appointed who may be responsible for administering medication. Teachers and other school staff nevertheless have a duty to act as any reasonably careful parent would to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.
- For pupils with more complex needs school will draw up an Individual Healthcare Plan with parents and medical staff, with everyone concerned agreeing what action they will take to support the pupil.

HOW CAN YOU HELP YOUR CHILD'S SCHOOL? - It will help your child's school if you:

- Ensure your child is fit and well enough to attend school.
- Provide **FULL** details of any health problems he/she may have and keep the school informed of any changes.
- If medicines are prescribed for your child, ask if they can be taken outside of school hours (8:00am, 3:30pm and bedtime).
- If appropriate, offer to attend the school to administer his/her medication.
- Provide full details of any medication requirements and ensure medicines supplied to the school do not exceed their expiry date.
- Primary age children should not carry medicines except possibly inhalers or insulin accompanied by written consent to the school.
- Ensure school has a telephone number where you can be contacted in an emergency.
Remember to update school if your telephone number changes.
- Medicines should be clearly labelled with the child's name, type of medicine, dosage, storage instruction and expiry date.

Please Note: Schools cannot be expected to take responsibility for any non-prescribed medicines which may be brought into school to treat minor ailments.