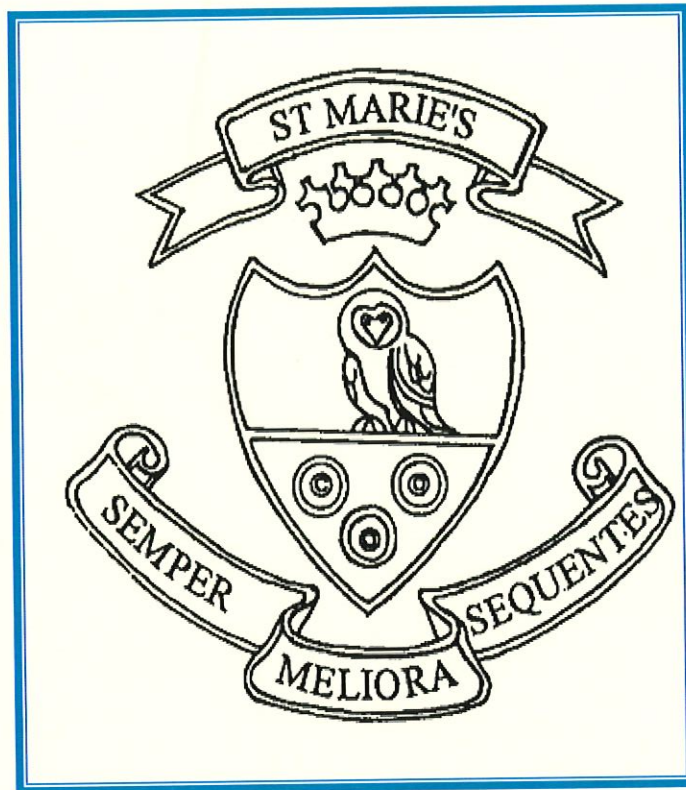


# St. Marie's Catholic Primary School



## Supporting Pupils at School With Medical Conditions Policy

Date Adopted 23/3/19	Spring Term 2019
Date of next Review	
Approved by J.E. Cheetham	Chair of Governors

## SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Date of Policy: Spring 2019

Safeguarding and the support of pupils with medical conditions is embedded in our school ethos and shared and accepted by all staff, pupils, governors and the school community

### Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines the responsibilities and procedures for supporting pupils at St Marie's Catholic Primary School who have medical needs.

Section 100 of The Children and Families Act 2014 places a duty on the governing body of St Marie's Catholic Primary School to make arrangements for supporting children with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve their full potential. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

### Parents and Carers

Parents and carers as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are actually unwell.

- Parents and carers are responsible for providing the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher, they should reach agreement on the school's role in helping their child's medical needs.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school. **with a member of SLT**
- Providing the school with the medication their child requires and keeping it up to date including collecting left over medicine.
- Carrying out actions assigned to them in the IHP (**Individual Healthcare Plan**) with particular emphasis on, they or a nominated adult, being contactable at all times.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, ideally, the Headteacher should seek a parent's agreement before passing on information about their child's health to other school staff.
- Parent's religious and cultural views should always be respected.

***The Governing Body of St Marie's Catholic Primary School is responsible for:***

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils at School with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

***The Headteacher is responsible for:***

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils at School with Medical Conditions Policy and Procedures
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs), with SENCo
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two-way liaison with school nurses, medical professionals and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care
- Ensuring upkeep and regular training of the defibrillator. A list of trained staff to be kept up to date and clearly visible on display.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use – kept in the office cupboard.

**All Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. Knowing a child's IHP - *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored and how to get access to them in an emergency (epipen, Anti-histamine (such as Piriton) etc.)
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, eczema cream, required medication and testing kits for Type 1 diabetes to be held in an accessible location, following DfE guidance, named and stored suitably. Inhalers kept in a medical bag near the classroom door. All other prescribed medication kept in a labelled box (with photo of the child expiry dates checked) in the office.
- Disposal of sharps in the correct box, in the named location – in the classroom where they are specifically needed for a named child with an IHP

Medication will only be administered following the correct procedure, which has all documentation signed by SLT and parents/carers.

**The school nurse will support the staff at St Marie's by:**

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

**Other health professionals**

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with the consent of the child's parent)
- The community paediatrician
- The child's specialist medical team

Annual Epipen training provided for all staff

Diabetes Nurse to provide regular training and updates as appropriate.

***Pupils are responsible for:***

- Providing information on how their medical condition affects them.
- Contributing to their IHP, if suitable to
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents and Headteacher.

**Training of staff**

- Newly appointed teachers, supply or agency staff and support staff, including lunchtime welfare staff will receive training on the 'Supporting Pupils At

School with Medical Conditions' Policy as part of their induction and regular updates given of the children who are on the medical persons list.

- **No staff** member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

#### **Medical conditions register**

- Schools admissions forms should request information on pre-existing medical conditions. Parents/carers must inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the
- A medical conditions register should be kept, updated and reviewed regularly by the nominated member of staff. This is Mrs M Smith, Mrs Jackson & Mrs Bunting.
- Each class teacher should have an overview of the list for the pupils in their care, within easy access and stored in class registers, a full list to be kept in the First Aid book and medical cupboard.
- All staff and supply staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions register, key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

#### **Short term medical needs**

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. For example, where medication is prescribed less than four times a day, it will be expected it will be administered at home, unless the child attends the evening session of afterschool club or a medical practitioner has prescribed it to be taken at specific times.

School staff will not give non-prescribed medication to children. In exceptional circumstances, under the direction of a medical practitioner or a child's specialist medical team, and the local authority health and safety team, non-prescription drugs may be administered so long as they form part of the child's personal healthcare plan, as indicated on IHP.

#### **Long term medical needs**

The school needs to have sufficient information for any pupil with long term medical needs. The school will then draw up a written individual health care plan (IHP) for such pupils, involving the parents/carers and all the relevant health and school professionals/

#### **Individual health care plans**

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The Headteacher
- The parent or carer
- SENCo
- The child (if sufficiently mature)

- Class teacher
- Teaching assistant
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals
- Child's specialist medical team

**The plan will detail:**

- the provision that needs to be made to accommodate the child's medical condition
- what constitutes an emergency for the child, and actions to be taken
- what regular medication the child takes, both in and out of school
- where appropriate, the emergency rescue medication the child is prescribed and who is responsible for administering it
- who is responsible for the child's care in school
- the staff training that is required to manage the child's condition, when it has taken place, who completed the training, and the regularity of training
- details of the medical professionals involved in the child's care
- parents/guardians contact
- photograph if to be displayed around school for emergency procedures
- review dates for the plan

**Administering medication**

No pupil will be given medication without a parent's written consent, in consultation with SLT. This consent will also give details of the medication to be administered, including:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Other treatment
- Emergency contact details
- Parent contact details
- Any side effects and procedures to follow

School will provide written consent for agreeing to administer the medication and staff will complete and sign record sheets each time they give medication to a pupil stating the dosage and administration.

If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this. Staff who have had training will be able to administer medication

**Refusing medication**

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parent or guardian as a matter of urgency. If necessary, the school will call the emergency services.

**School trips**

Staff supervising excursions should be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the school health service, the child's parents or the child's GP/specialist medical team.

Risk assessments are written for specific medical needs in consultation with parents and needs of IHP and EHCP every time a trip is planned

### **Sporting activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

### **Storing medication**

- The parent or child will be asked to bring in the required dose each day, in its original container. It must have its original pharmacy dispensing label with the name of the pupil, the name and dose of the drug and the frequency of the administration
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container
- Where medication requires refrigeration it will be kept in the dedicated medicine fridge
- Pupils should know where their medication is stored
- Other medicines are kept in a secure place not accessible to pupils – named containers in school office
- Inhalers, diabetic medication and testing kits kept in suitable position, known to all in classrooms, all medication named
- Emergency salbutamol inhaler kits is kept voluntarily by school; this is kept in the office.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room, hall and school office in a red medical file.
- St Marie's Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

### **Disposal of medicines**

Parents must collect medicines held at school at the end of each term. Parents are responsible for the disposal of date-expired medicines.

Hygiene/infection control

Staff should follow basic hygiene procedures.

Where appropriate staff should use:

- protective disposable gloves
- protective disposable masks
- protective disposable aprons
- antibacterial absorption material to absorb bodily fluids
- yellow contaminated waste disposal bags

- disposable cloths

Staff should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment, and take into account the safety of others in the local environment.

### **Confidentiality**

The school will treat medical information confidentially. The headteacher will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### **Emergency procedures**

Allocated staff have regular training in First Aid and know how to call the emergency services.

If the emergency services are called the child's parents/guardians will be informed as soon as the emergency call has been made. Priority will be given to summoning help to preserve life.

A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parent or guardian arrives. In such circumstances a copy of the child's data sheet and where appropriate, a healthcare plan will be given to the emergency services. Times of administration of any medication noted.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. If school staff are driving the child to hospital 2 members will go.

### **Avoiding unacceptable practice**

*Each case will be judged individually but in general the following is not considered acceptable.*

The following behaviour is unacceptable in St Marie's Catholic Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition and appropriate documentation is cited.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition (requirements will be clearly identified on IHP)

### **Complaints**

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.



## Appendix

Documents used to support this policy:

- <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>
- <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>