St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"

Supporting Pupils with Medical Conditions Policy

Date of policy review: October 2024

Next review: October 2026

Policy Reviewed & Passed by the Governors
Key Person Responsible: Maureen Kelly

St Catherine's Catholic Primary School

Supporting pupils at school with medical conditions.

This policy complies with section 100 of the Children and Families Act 2014.

Key Points

- Pupils at St Catherine's who have medical conditions will be properly supported so that they have full access to education. We will apply this approach as far as possible to school trips and physical education.
- The Governing Body will ensure that arrangements are in place in school to support pupils at school with medical conditions.
- The Governing body will ensure that the school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are fully and effectively supported.

The role of the Governing Body.

- A member of the Governing body should ensure that the school is implementing this policy and the Governing Body remains legally responsible for fulfilling this statutory duty.
- The Governing body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will 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 will require support at school will affect quality of life and may be life threatening. Some conditions will be more obvious than others. Governors will therefore ensure that the focus is on the needs of the individual child and how their medical condition impacts on their school life.
- The Governing body will ensure that arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show that the school understands how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self- care. They will ensure that staff are properly trained to provide the support that the pupil needs.
- Children with medical conditions are entitled to a full education and have the same rights of admission as all pupils to St Catherine's School. In providing full and equal access the governors, in line with their safeguarding duties, will ensure that the health of other pupils is not put at unnecessary risk.
- The Governing Body will ensure that all arrangements made are sufficient to meet statutory responsibilities and will ensure policies and practice are effectively implemented.

Policy Implementation

- This policy will be regularly reviewed and is available for parents to see on the school website.
- The committee in charge of ensuring that this policy is implemented is the Catholic Life Committee.
- All relevant staff will be made aware of the child's condition
- Cover arrangements will be prioritised when a key carer at the school is sick or absent to ensure someone is always available.
- Risk assessments for school visits and other school activities outside of normal school hours will be carried out.
- Individual healthcare plans will be monitored.

What happens when notification is received that a child has a medical condition?

- The governors will ensure that any transitional arrangements between schools happens swiftly.
- Arrangements for staff training and support will be made.
- In terms of a new diagnosis or a mid-term move, arrangements will be in place for effective support within two weeks.
- Even without a formal diagnosis support will be in place and advice from medical professionals will be taken.

Individual Healthcare Plans

- The school, healthcare professional and parents will agree if a healthcare plan is appropriate. In some cases, the head teacher will have the final say.
- Health care plans when necessary will be written jointly by the school and appropriate healthcare professional. The child should always be included wherever possible.
- The healthcare plan will consider the medical condition, its triggers, signs, symptoms and treatments. It will detail the child's resulting needs including medication, dietary requirements and environmental issues.
- The healthcare plan will detail the level of support needed as some children are able to take responsibility for their own health needs. If a child is self-managing their medication this will be clearly stated with appropriate arrangements for monitoring.
- It will clearly detail who to contact and what to do in an emergency.
- The healthcare plan will have the child's photo and contact details for their parents on.
- The plans will be easily accessible to all relevant staff whilst preserving confidentiality.
- The governing body will ensure that healthcare plans are reviewed annually or earlier if a child's needs have changed.
- Arrangements will be made to ensure that written permission to administer medication is received from parents and the head teacher for medication to be given during the school day.

Roles and Responsibilities

- **Governing body**: will implement and enforce the policy for supporting pupils with medical conditions in school. They will ensure that such children are supported to enable the fullest participation in all aspects of school life. They will ensure that staff have received relevant and up to date training.
- **Headteacher**: will ensure that the school policy is developed and implemented. She will ensure that all staff are aware of the policy for supporting children with medical needs and understand their role in ensuring full implementation of the policy. The head teacher will ensure that all staff who need to know are informed of the details of the child's condition. She will make sure that healthcare plans are up to date and relevant. The head teacher will have a contingency plan so that absence and sickness do not leave provision unmet. The head teacher will ensure that all staff are appropriately insured.
- **School Staff**: any member of school staff may be asked to provide support to such pupils including the administering of medicines. Teachers should take into account the needs of the pupils in their class when asked to administer medication. All members of staff will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.
- **Named School Member of Staff**: The Lead Welfare Officer Sam Ward will notify the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this will happen before the child starts school.
- **Other healthcare professionals**: will notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may also provide support on developing a healthcare plan. Specialist local health teams may be able to provide support in schools for children with particular conditions such as asthma, diabetes and epilepsy.
- **Pupils**: such children are often best placed to provide information about how their medical condition affects them. They will be fully involved, wherever possible, in discussions about how much and what type of support they need.
- **Parents:** will provide the school with up to date information about their child's medical needs. They will carry out any action as stated on the healthcare plan. They will provide alternative emergency contact details to be sure that a nominated adult is contactable at all times.
- **Local Authorities**: will promote co-operation between relevant partners with a view to improving the wellbeing of children with regard to their mental and physical health, their education, training and recreation. They should work with the school to ensure that such children are able to attend full time.
- **Clinical commissioning groups**: will ensure that commissioning is responsive to children's needs and that health services are able to co-operate with schools supporting children with medical conditions.
- **Ofsted:** will consider the progress made by pupils with a medical condition. They will report on how well their needs are being met.

Staff training and support

- Training will be provided on an individual basis. The school and governing body will take into account the medical needs of the child and what needs to be provided by the school.

Training will then be made available to all necessary staff. Any staff member who is required to support a child with a specific medical need will be have the fullest training available.

- Staff will not administer prescription medicines or undertake healthcare procedures without appropriate training.
- Whole school awareness training will be provided when necessary.

The child's role in managing their own needs

- Children that are competent to manage their own health needs and medicines will be able to take responsibility for this. This will be reflected in the healthcare plan.
- Children do not carry their medication with them. A first aid trained adult should administer medication or support the child in taking their medication when needed.
- Staff will not force a child to take their medication, however parents will be informed so that alternative arrangements can be made quickly.

Managing medicine on school premises

- Medicine will only be administered at school when it would be detrimental to the child's health not to do so.
- Any medicine which needs to be administered three times a day should be given before school, after school and before bedtime by parent and or care person.
- Medicine that needs to be administered four times a day and therefore needs to be administered during school time; must be brought to the school office where parents will be asked to complete a form.
- Staff can administer a controlled drug to the child that it has been prescribed for. They will do so in line with the prescriber's instructions.
- No child under the age of 16 will be given prescription or non-prescription medicines without written permission from their parents.
- A child under 16 will never be given a medicine containing aspirin unless it is specifically prescribed by a doctor.
- Prescribed pain relief should be administered by a first aider in school who will first check the dosage and when the previous dosage was administered. If this is not prescribed, we would require the parent/carer to attend school to administer this to their child. If on residentials first aider will administer pain relief ensuring parent has given consent to do so.
- The school will only accept prescribed medicines that are in date, labelled and in the original container with instructions for dosage and frequency clearly marked on. The only exception to this is insulin which must still be in date but can be provided in a pump or pen as opposed to the original container.
- All medicines will be stored safely. The children will know where their medicines are kept and how to access them instantly. When relevant the children should know who the key holder is. Medicines such as asthma pumps, blood glucose testing meters, adrenaline pens etc must never be locked away and should be readily available to the children. An adult will always supervise a child taking their medication. This is of particular importance on school trips and events off school premises.
- The school will keep a record of all medicines administered to individual children and will state what and how much was given when, and by whom.
- When no longer required medicine will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Record Keeping

- Written records will be kept of all medicines administered to children at St Catherine's school.
- St Catherine's will not administer medicine if a child is unwell unless there is a plan in place with prescribed medication and full authorisation from the parent.

Emergency procedures

- Risk assessment will be undertaken for dealing with emergencies for all school activities wherever they take place, including on school trips.
- When a child has a health care plan, details of what to do in an emergency will be clearly stated. Other pupils in the school will also have been informed of what to do if they think help is needed.
- If a child needs to be taken to hospital staff will stay with the child until a parent arrives or if necessary will accompany the child in the ambulance to hospital.

Day trips, residential visits and sporting activities

- The governing body and school will support any child as far as possible with a medical condition to participate in school trips and visits or in sporting activities.
- Teachers will be aware of how a child's medical condition will impact on their participation.
- With reasonable adjustments all children should be able to participate
- Risk assessment will be carried out to enable children with medical conditions to participate fully and safely on school visits. Consultation with the pupil and parents will also be necessary.

Other issues

- Staff members trained in first aid should already be trained in CPR. It is preferable that all members of staff have an understanding of these techniques.

It is unacceptable practice:

- To prevent a child easily accessing their inhalers and medication and administering medication when and where necessary.
- To assume that every child with the same condition requires the same treatment.
- To ignore the views of the child or parents or to ignore medical evidence or professional advice.
- To send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch unless specified in a healthcare plan.
- To send a child who becomes ill to the school office or medical room unaccompanied.
- To penalise children for their attendance record if their absences are related to their medical condition.
- To prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- To prevent children from participating in any aspect of school life including school trips.

Complaints

- The school's complaints procedure should be followed if any parent or staff member feels that the school is failing in its duty to fully and effectively implement this policy.