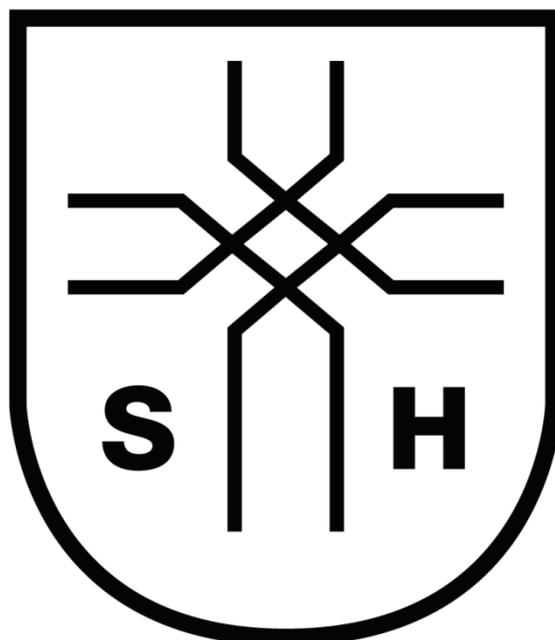


Sacred Heart Catholic Primary School



Supporting Pupils with Medical Conditions Policy

Date approved	October 2019
Date of next review	December 2021

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy

This policy should be read in conjunction with the First Aid Guidance and, if applicable, the SEND Policy. This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Responsible person: Nicola Ward

Aims

To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedure

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- relevant information is available to staff on Pupil Asset
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Sacred Heart at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks. Any pupil with a medical condition requiring medication or support in school will have their needs and support required documented (using Pupil Asset and within the EHCP if appropriate). Pupils who are in possession of an adrenaline autoinjector will have a Care Plan written by the school nurse.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained and available to implement the policy, including in emergency and contingency situations, and they are appropriately insured
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

The child's teacher

- ensures the child's day to day needs are catered for
- makes relevant staff members working with the child, including PPA/cover staff, aware of the child's day to day needs
- undertakes risk assessments for visits and activities out of the normal timetable are carried out

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- provide annual training for asthma, adrenaline autoinjector administration & epilepsy (as appropriate)
- provide a regular (half termly) surgery for parents within the school day for advice/opportunity to have a pupil's weight/height checked

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's needs and support

Notes

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies (up to and including 3 times a day) that allow the pupil to take them outside of school hours. If this is not possible (where medication is required 4 times a day), prior to staff members administering any medication, the parents/carers of the child must be asked if they can administer medication to their child themselves by visiting school during the school day. If this is not possible then parents must complete and sign a *request for school to administer medication* form. This must then be agreed and signed by a member of the Senior Leadership Team or the lead for medical conditions before any medication is administered by school staff.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Medications will be stored in the medical cabinet in the bursar's office or staff room fridge as appropriate.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children in the Administration of Medicines Record Book which is stored in the medical cabinet in the bursar's office.
- Salbutamol inhalers will be kept in the relevant classroom in a drawstring bag, in clear view. Parents are requested to sign a form to indicate the required use of the inhaler. When a pupil feels they need to use their inhaler they must take the bag (containing inhaler and record book) to an adult responsible for them at the time. The adult will supervise the child as they use their inhaler and record details of this in the child's personal record book. This will not need to be recorded again in the Administration of Medicines Record Book. A note to be sent home with the child stating the same information, will then be completed (pre-printed notes are kept in each personal record book).
- Pupils will never be prevented from accessing their medication.
- An emergency salbutamol inhaler kit will be kept by school in the bursar's office. Once used by a child the outer blue casing and spacer (if used) will be carefully and thoroughly washed and returned to the box. The inhaler can then be used by another child in an emergency. Parental consent for use of the emergency inhaler is sought when a pupil first uses an inhaler in school.
- Adrenaline autoinjectors are securely stored in the medical cabinet for named children and are easily accessible in an emergency.
- Sacred Heart Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the Administration of Medicines Record Book and parents will be informed on the same day.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice risk assessments should be undertaken and medical conditions and the need to carry medication should be considered and planned for. Consultation with parents, healthcare professionals etc. on trips and visits may be separate to the normal day to day care/support requirements for the school day.

Insurance

Teachers who undertake responsibilities within this policy will be assured by the Head teacher that they are covered by the LA/school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

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 St John the Baptist MAT Complaints Policy.