

Our Lady's Catholic Primary School



Policy for supporting pupils who have medical conditions

in compliance with
section 100 of the Children and Families Act 2014.
June 2019
Review: June 2021

Our Lady's Catholic Primary School

Policy for supporting pupils who have medical conditions

In line with our Mission Statement at Our Lady's we make every effort to ensure all pupils are safe, happy and successful.

This policy supports and reinforces the aims of our school, valuing all children equally and the individual gifts they and all other members of our community bring to school life at Our Lady's. We aim to love, respect, value and support everyone in our community. We aim to work and behave as well as we can and are proud of our own and others' successes.

Purpose of the document

This document sets out how Our Lady's Catholic Primary School will ensure that any pupil with medical needs is enabled to take the fullest part in the opportunities for learning presented to all other pupils. This document sets out how we will make arrangements in line with the statutory guidance for maintained schools and academies.

Background

The Children and Families Act 2014 places a duty on governors to make arrangements for supporting pupils at their school with medical conditions. The Department for Education (DfE) have produced statutory guidance for schools and this can be accessed at <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions> We are aware that many of the children and young people with medical needs will have lifelong conditions but others may have medical needs which are temporary, both may change over time. Pupils with medical conditions may require support at school to manage the emotional impacts which are often associated with medical conditions. Some pupils with medical conditions will also have special educational needs (SEND) which are supported through an Education, Health and Care Plan (EHC). Where this is the case, we will integrate the Health Care planning into the EHC within school. Where pupils have a current Statement of SEN, we will review the Health Care Plan alongside the Statement review process.

Our commitment to pupils and families

This policy and practice document sits alongside the school's inclusion policy. The underlying aim of both policies is to ensure that all pupils in our school can access fully the life of the school, play a full and appropriate part in developing plans and provision and are enabled to manage their condition with increasing independence and confidence.

Where pupils have medical needs we will:

- Follow the model process for developing Health Care Plans (Appendix A).
- Ensure that sufficient staff is trained to support an individual medical need, including cover for staff absence and turnover.
- Ensure that all relevant staff are made aware of the pupil's condition.
- Ensure any supply teachers are briefed.
- Ensure that risk assessments are undertaken for school visits, holidays and activities outside the normal school day.
- Monitor individual Health Care plans.

As a school we will **not** normally:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although we may sometimes challenge it).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or treatment area unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments, recovery time following illness or treatment. (Many of these will be able to be notified in advance but some of these may be unpredictable e.g. a reaction to treatment).
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Roles and responsibilities

In addition to the responsibilities which the governing body has, ensuring the safety and wellbeing of pupils requires input from a number of practitioners and the statutory guidance sets out the responsibility of all parties. These are set out in a table and appear in the Appendix B. As part of those responsibilities, schools are required to have a policy for managing medicines on the premises (see below).

Training and support

The training needs of staff will be addressed through each Health Care Plan. General, certified First Aid courses do not confirm that a person can deliver support to pupils with medical conditions. In order to ensure the confidence of staff, pupils and families and provide safe and effective support we

- identify staff who will support individual or groups of pupils
- in partnership with health colleagues we
- ✓ provide supporting staff with information about the medical condition
- ✓ ensure these staff are trained and confirmed as competent by health colleagues
- ✓ review training needs at least annually and when there is a significant change
- ✓ annually provide awareness training for all staff on our policy

Emergency Procedures

All our Health Care Plans contain personalised information on what staff need to do in an emergency. In addition, as with an emergency which can happen involving any pupil, staff will accompany a pupil to hospital and stay with them until a family member arrives. To ensure that the best response is able to be provided, staff calling emergency aid will use the prompt in Appendix D.

Managing medicines in School

Prescribing

Medicines should always only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so. We will liaise with health practitioners to ensure that, where clinically possible, medicines are prescribed in dose frequencies which enable them to be taken outside school hours.

Handling and storage

We can only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container.

All normal infection control measures, (e.g. appropriate gloving, hand washing and disposal) will be followed and any equipment required will be provided in school at all times.

Medicines which need to be locked away are stored in the First Aid Cabinet. They are accessed by the First Aid Assistant/Office Manager/Member of SLT. Details of access to medicines which need to be readily or quickly available will be in each pupil's Health Care Plan. Arrangements for offsite activities will also be contained in the plan.

Medicines which are no longer required will be returned to the parent for safe disposal. We will always use sharps boxes for the disposal of needles and other sharps. If controlled drugs are prescribed for a pupil they will be securely stored in a non-portable container and only named staff should have access. Controlled drugs will, however, be easily accessible in an emergency. As with all other medicines we keep a record of any doses used and the amount of the controlled drug held in school.

Parental consent

We will administer or supervise medication in line with a pupil's Health Care Plan. In emergencies we will administer non-prescription medicines when ill, with permission, where possible, from parents. We will not administer any medication containing aspirin to a child under 16 unless it has been prescribed by a doctor. We will always inform parents if non-prescription medication, e.g. for pain relief was taken and the dosage given.

Record Keeping

We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted and parents informed.

Insurance

Insurance is provided for Our Lady's Catholic Primary School by QBE (as arranged by Northants LA). Our policy covers the administration of medication. In the case of any medical procedures we always check that cover extends to that individual procedure.

Complaints

As a school we will seek to resolve any concerns quickly at an informal stage. If this does not resolve the concern the complaints procedure should be followed.

Associated Policies

- Inclusion Policy (S.E.N.D)
- Single Equality Policy and Access Plan
- Safeguarding/Child Protection Policy
- Assessment Policy
- Behaviour Management Policy
- Complaints Policy

Appendix A: Process for developing individual Health Care plans

Appendix B: Table of responsibilities set out in the statutory guidance 'Supporting pupils at school with medical conditions' August 2017

Person/body
Governing Body

Role/responsibility

Must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Head teachers

Should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head teachers should ensure that all staff that need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. Head teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of

School nurses

competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. They would often be the health care professional who provides and confirms training

Appendix C: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number 01933 224900.
2. Our Lady's Catholic Primary School.
3. Henshaw Road, Wellingborough, Northants.
4. NN8 2BE.
5. Provide the **exact location** of the patient within the school setting FS/KS1 or KS2.
6. Provide the name of the child and a brief description of their symptoms.
7. Inform Ambulance Control of the **best entrance to use** eg first from Kingsway.
8. State that they will be met at that entrance.
9. Put a completed copy of this form by the phone.