

# St. Chad's Catholic Primary School



*Grow in Love. Live in Peace*

Medical Needs Policy- 2023-2024

(Annually)

Author: Senior Leadership Team (SLT)

Committee: Spirituality, Pastoral Care & Inclusion

Date Ratified:

Date of Review:

Chair of Board of Directors Yvonne Ndifor

## **Safeguarding Statement**

This school adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

Lead Safeguarding Persons: DSL Mrs. P Mitchener and Mrs. J Mooney

Director Designated Safeguarding Officer: Mrs. Abiola Boateng

## **Policy for Supporting pupils at school with Medical Needs**

This policy has been written to comply with statutory guidance issued in April 2014. Section 100 of the Children and Families' Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

At St Chad's School we are committed to promoting and supporting the health, welfare and education of all children. Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

Almost all children will suffer from an ailment at some time in their school life. It is important to distinguish between those short term conditions and those that are long term and may require medication and support in school to ensure full access to the curriculum.

### **Short Term Illness:**

If a child is unwell while at school parents will be telephoned to collect them. If a child seems unwell before school they should remain at home. (If a child has had vomiting or diarrhoea they should remain at home for 48hrs after the last attack). When a child is in school they need to be well enough to participate fully in all aspects of the school day including play time, P.E. etc. Children may miss activities only when there is an injury e.g. a broken limb and this must be covered by a letter and discussed with the Head Teacher so needs can be met.

Advice needs to be sought by parents when an illness is considered to be contagious and the recommended period for absence from school must be followed to protect the health of other pupils and ensure a full recovery. Advice available from GP or [www.nhs.uk/symptomcheckers](http://www.nhs.uk/symptomcheckers). The school will ask for a child to be collected if they attend school with a contagious illness.

### **Long Term Medical Conditions:**

- St Chad's School is committed to meeting the needs of all pupils and will work in conjunction with Health Services to establish the most suitable way to address the diverse needs of those children with significant and long term medical needs.
- Parents have prime responsibility for their child's health and need to provide the school with relevant information before the child starts school or when the condition first develops. Details from the GP, Health visitor and paediatrician should be obtained by the parent and passed on to school as appropriate. The school will seek advice from the School Health Service and specialist bodies as relevant.
- It is paramount that a child's medical needs are met effectively and safely and that staff feel confident and competent in managing them. To achieve this St Chad's School will work with outside agencies to support the children and to provide staff training, for example, regular training in the use of the Epi Pen.

### **Head teacher/Head of School to arrange and records to be kept.**

- The Head Teacher will be responsible for informing staff of a child's needs while ensuring appropriate levels of confidentiality. This includes briefing of any part time or temporary staff.

- Risk Assessments will be carried out to enable access to all areas of the curriculum including school visits and extra-curricular activities.
- Consideration will also be given to how children will be reintegrated back into school after periods of absence or after transferring from another setting.
- School will also be aware that a child with a medical condition may be vulnerable to teasing or bullying. This is wholly unacceptable and the school will act to prevent any distress to a child.
- During a prolonged home confinement, the SENCo will liaise with Springboard (short term tuition or other agencies) to provide home schooling.

### **Individual Healthcare plan**

- An Individual Health Care Plan will be drawn up in consultation with parents, school, medical professionals and child where appropriate. These will be kept with permission to administer medication paperwork by the Head teacher.
- The plan should be reviewed at least annually or earlier if there is a change in the child's condition or treatment.
- Information on an IHP might include: triggers, signs and symptoms, needs, medication, special consideration eg diet or injections. It should also cover social and emotional needs and emergency procedures.
- Named individuals should be recorded for day to day support

### **Key Roles and Responsibilities**

The Executive Headteacher and Head of School has overall responsibility for the implementation of the Administering Medication Policy and procedures of St Chad's.

#### **The Board of Directors will ensure that:**

- Arrangements are in place to support pupils with medical conditions.
- Pupils are enabled to access the fullest possible participation in all aspects of school life.
- All staff have received the appropriate level of training and are competent to support pupils.
- They receive annual updates as to the effective working of the policy.
- Ensure that the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensure that they review this carefully and ensure implementation of any changes or recommendations arising from the review.

The SENCO will lead responsibility for the implementation and review of the policy and will ensure that:

- The school is inclusive and welcoming.
- The policy is in line with national guidance and expectations, is put into action and maintained.

- Liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services as and when necessary)
- Information held by the school is accurate and up to date and good communication and information sharing systems are in place.
- Written records are kept of, any and all, medicines administered.
- Pupil confidentiality is respected.
- Assess the training and development needs of staff and arrange for them to be met.
- All staff are aware of the policy, including supply teachers and new staff.
- Delegate tasks appropriately to named members of staff.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update it as and when necessary.
- Report back to governors and to all key stakeholders about the implementation of the medical conditions policy.

**All Staff at the school have a responsibility to:**

- Be aware of and understand the school's medical conditions policy.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication when necessary.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this (e.g. that pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed, and are not forced to take part in an activity if they are unwell.)
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

**Specific Responsibilities of Key Staff**

The SENCO for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them.

Staff with first aid training will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and when necessary ensure that an ambulance or other professional medical help is called.

Fiona Richardson will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate.

This may include:

- Informing the school of pupils in need of a health care plan.
- Initiating healthcare plans when relevant.
- Contributing to healthcare plans and their review.
- Ensuring parental consent is obtained and recorded.
- Help in providing regular training for school staff in managing the most common medical conditions at school.
- Advising on training on less common conditions, including providing information about where the school can access other specialist training.
- Collating relevant health information to support pupil, family and school to inform the healthcare plan.
- Supporting pupils and parents as appropriate.

**Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:**

- Complete the pupil's Healthcare Plans (HCPs) provided by parents.
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents.)
- Understand and provide input in to the school's medical conditions policy.

**The pupils at this school have a responsibility to:**

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Let any pupil take their medication when they need it, and ensure a member of staff is called.

- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency situation.
- If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their HCP and parents/carers will be informed so that alternative options can be considered.

**The parents/carers of a child at this school have a responsibility to:**

- Tell the school if their child has a medical condition and provide written medical evidence to support the condition or diagnosis.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and class.
- Provide the school with appropriate spare medication labelled with their child's name.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicines.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure new and in date medication comes into school on the first day of the new academic year, and whenever required.
- The SENCO will contact parents annually to remind them to bring in up to date copies of health care.

**HCPs will be routinely monitored throughout the year by the SENCO.**

- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

(\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.)

St Chad's Catholic Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEND) and may have a EHCP, or Education, Health and Care (EHC) plan which brings together health and social care needs.

### **Procedures for the Administration of Medication**

There is no legal obligation for a member of staff to administer medication. However, in the event of a child needing prescribed medication (in order to be able to attend school) the school will meet with parents and agree a course of action. Direction will be taken from the parent, recorded in writing and a specific member of staff allocated to that particular responsibility ("Named Administrator"). Staff will only be asked to administer medication when they have had appropriate training and support.

- Medication that falls into this category will be stored in a locked safe in the Medical Room, which has key pad entry (or Foundation Stage block as appropriate). This does not include medication such as inhalers and Epi pens which are needed in an emergency.
- Parents must provide written permission for the administration of medicine and the prescribing doctor's instructions as to medical indication and dose must be left in school. The medication must be in the original container.
- The Head of School/deputy head teacher must agree to the administration within school and this is to be recorded.
- Mrs Fiona Richardson must keep a record of dose and time of any medication given. This is recorded in the Medication Dispensary Book, all logs are to be signed and dated.
- Mrs Fiona Richardson will be responsible for ensuring the medication is stored securely.
- Mrs Fiona Richardson must also ensure that medication is taken on any trips off the school premises.
- Asthma inhalers are stored in the Medical Room so that children can gain access and administer own inhalers under supervision as required.
- Parents must ensure that an up to date inhaler labelled with the child's name is in school every day. It is not sufficient to rely on a sibling's inhaler.
- The school will not allow a child who suffers from asthma on a trip if an inhaler is not available, unless they have signed the Emergency Asthma Consent Form.
- When off the premises the inhaler should remain with the child.
- Lists and photographs of children with long term medical needs or who suffer severe allergic reactions are displayed in the kitchen and distributed to each member of staff, (Lists are updated every time a new condition is disclosed.)
- Relish Catering use a program, which excludes food choices from children with allergies to all food groups.
- Instructions for use of the Epi Pen are with the Epi Pen boxes that are stored in the Medical Room.

- If an Epi Pen needs to be administered two people should be present, one to calm the child another to administer the dose. An ambulance must be called immediately by another adult.
- Children with diabetes will have the opportunity to test blood glucose levels in the Medical Room with supervision. Any snacks must be readily available to the child at any point in the school day.

#### Emergency Asthma Procedures

- Emergency asthma inhalers will only be administered to children who have been diagnosed (by a doctor) with asthma and prescribed a reliever inhaler. Parents must give written consent before the inhaler can be administered.
- A register of all children who are diagnosed asthmatic and whose parents have signed the consent form will be kept beside the inhalers.
- Only trained staff can administer the inhaler, and a record of use must be completed in the Medical Dispensary Book and parents informed immediately.

#### Emergency Procedures:

#### **STAFF MUST NEVER TAKE A CHILD TO HOSPITAL IN THEIR OWN CAR**

An ambulance must always be called in the case of:

- A severe allergic reaction
- A severe asthma attack. A severe asthma attack is one when the symptoms do not improve sufficiently in 5-10 minutes, the child is too breathless to speak, the child is becoming exhausted or looking blue
- A diabetic child who is having a hypoglycaemic reaction and fails to recover 10-15 minutes after receiving sugar or becomes unconscious
- A first, repeated or prolonged seizure, a fit as a result of an injury
- Any other injury regarded by the First Aiders as requiring hospital treatment. If in doubt do telephone for an ambulance.

A form detailing information needed when phoning for an ambulance will be available by the telephone.

In an emergency ring 999 first then inform parents.

The adult accompanying the child should take the Medical form from the office with them in the ambulance. They should then wait with the child until the parent arrives.

Further attempts to contact parents will be undertaken by office.

#### **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, in line with Health and Safety executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day HCP requirements for the school day.

#### **Avoiding Unacceptable Practice**

The following behaviour is unacceptable at St Chad'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.
- 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.

#### **Monitor and Review**

- This policy is reviewed every two years by the Directors and the Head Teacher/ Head of School.
- Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- St Chad's Catholic Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

#### **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.

#### **Confidentiality and Responsibility**

The head and staff will treat all medical information confidentially. Access to the information will be agreed with parents. If information is withheld or not given accurately the school, its staff and Directors cannot accept responsibility for incorrect administration of treatment.

This policy should be read in conjunction with the:

- SEND Policy
- First Aid Policy
- Safeguarding Policy

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