

English Martyrs

Catholic Primary School



**Supporting Pupils with
Medical Conditions Policy**

Supporting Children with Medical Conditions

Mission Statement

Through Christ we believe, inspire, achieve

English Martyrs Catholic Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014.

The statutory duty came into force on 1st September 2014

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

1. Procedures

The designated named officer for Supporting Children with a Medical Condition is **Mrs Clare Jasper** (Deputy Headteacher). This person will ensure that whenever the school is notified that a pupil has a medical condition the following procedures are adhered to:

- All relevant staff are made aware of a child's condition
- Sufficient staff are suitably trained
- Cover arrangements are in place in case of staff absence/turnover
- Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- 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 join English Martyrs 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.

A pupil with a significant medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare profession and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any

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Date Agreed:	3rd December 2019	Next Review:	December 2020		

implications for the child will be kept in the schools medical record and the child's individual record.

2. 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 will:

- Make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensure that sufficient staff receive suitable training and are competent before they take on responsibility to support a child with any medical condition.
- Ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Head teacher will:

- Ensure that the policy is developed and effectively implemented with partner agencies and staff.
- Identify and ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that relevant staff are fully informed of a child's condition
- Ensure sufficient numbers of staff are trained to implement the policy and deliver IHP's, including in emergency and contingency situations
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensure the appropriate level of insurance is in place and appropriately reflects the level of risk
- Develop Individual Healthcare Plans (IHP's)
- Liaise with the school nursing service in the case of any child with a medical condition who has not been brought to their attention or has developed an identified medical condition.
- Ensure procedures are in place to maintain confidentiality and data protection.
- Assign appropriate accommodation for medical treatment/care

School Staff will:

- Take appropriate steps to support children with medical conditions and familiarise themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Know where controlled drugs are securely stored

Reviewed:	November 2019	Reviewed by:	F Delaney & C Jasper	Status:	Active
Date Agreed:	3rd December 2019	Next Review:	December 2020		

- Take account of the needs of pupils with medical conditions in lessons
- Undertake 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.
- Will follow the procedures agreed in the IHP if a child refuses to take medicine or carry out a necessary procedure.

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.

School Nursing Service/Other healthcare professionals will:

- Notify the school when a child has been identified as having a medical condition which will require support in school.
- When required, support the school on implementing a child’s individual healthcare plan

Pupils will:

- Be fully informed in discussions about their medical support needs and contribute as much as possible to the development of their healthcare plan
- Comply with their IHP
- Take responsibility for managing their own medicines and procedures where they are confident to do so.

Parents will:

- Provide school with sufficient and up to date information about their child’s medical needs (and at least annually).
- Act as a key partner in the development of their child’s IHP
- Carry out any action they have agreed to as part of the implementation of their child’s IHP
- Provide school with up to date medicines and equipment and ensure they or other nominated adults are contactable at all times.

3. Equal Opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Reviewed:	November 2019	Reviewed by:	F Delaney & C Jasper	Status:	Active
Date Agreed:	3rd December 2019	Next Review:	December 2020		

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

4. Individual Healthcare Plans (IHP)

The following information should be considered when writing an individual healthcare plan, see Appendix A for school template:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- Easily accessible to all relevant staff, whilst preserving confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- Where a pupil has an Education, Health and Care Plan or Special Education Needs Statement, the IHP will be linked to it or become part of it.

5 Staff training and Support

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction
- The clinical lead for each training area/session will be named on each IHP
- 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 within MIS and CPOMS
- School will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy (see Appendix B) and on individual staff files.

Reviewed:	November 2019	Reviewed by:	F Delaney & C Jasper	Status:	Active
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6 Managing medicines on school premises

- Medicines will only be administered at school when it would be detrimental to a child's health or their attendance not to do so
- No child will be given any prescription medicine without written parental consent.
- Non prescribed medicines (paracetamol/ibuprofen/allergy syrup only) can be administered where prior written permission to administer such medicines has been obtained from the child's parent/carer in the form of the 'administering non prescribed medicine consent form' (this information is logged on MIS) or upon admission to school via the admission consent forms. In addition, school will gain verbal permission from the parent/carer when such a need arises and before administering the medicine.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parent while respecting their right to confidentiality
- No child will be given medication containing aspirin without a doctor's prescription
- Medicines MUST be in date, with dispensing labels attached to prescribed medicines 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.
- Medicines will be sent home at the end of each term. Parents MUST ensure that a fresh supply is returned to school at the start of every term.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Therefore, all medicine should be handed to an appropriate member of staff.
- Children should know where their medicines are at all times and be able to access them immediately i.e asthma reliever inhalers. A pupil will never be prevented from accessing their medication.
- Controlled drugs should be easily accessible in an emergency.
- Medicines will be stored out of reach of children in an unlocked cabinet within each class area.
- A record will be kept of any medication administered to a child (see appendix C for school template).
- English Martyrs Catholic Primary cannot be held responsible for side effects that occur when medication is taken correctly.
- School will voluntarily hold an emergency salbutamol inhaler, this is located within the main school office..
- The school defibrillator will be tested regularly. A log of all tests will be kept.

7 Medical conditions register/list

- Parents will have the opportunity to provide information on their child's medical condition during the admission process and annually during Parent meetings.

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- Medical conditions can also be updated by the parents via the Arbor app. Any changes will be checked and approved by admin staff.
- Parents can request to meet with the Head teacher or their child's teacher to discuss any medical conditions or recent diagnosis.
- All known medical conditions will be logged in the schools MIS system. This will be updated and reviewed regularly.
- Each class teacher will be given an overview of the list for pupils in their care.
- Supply staff and support staff similarly will have access on a need to know basis.
- For pupils on the medical conditions list transition point meetings will take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if necessary.

8 Emergencies

- Medical emergencies will be dealt with following the schools emergency procedures which will be communicated to all staff
- IHP's will clearly define what constitutes an emergency and will explain what to do. All relevant staff will be made aware of emergency symptoms and procedures.
- 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.

9 Day trips, residential visits and sporting activities

- Any arrangements made for school trips etc. will be flexible enough to ensure pupils with medical conditions can participate unless a clinician states it is not possible.
- Risk assessments will form part of the planning arrangements and will take account of any steps needed to ensure that pupils with medical conditions are included.
- Consultation with parents, healthcare professionals etc. regarding trips and visits will be separate to the normal day to day IHP requirements for the school day.

10 Unacceptable Practice

The following behaviour is unacceptable at English Martyrs Catholic Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming the 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.

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- 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.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

11 Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Head teacher/Governing Body that they are covered by the schools insurance.
- Full written insurance policy documents are available on request by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Bursar.

12 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 Schools Complaints Policy.

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Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that need have changed



Headteacher or delegated SLT member co-ordinates meeting to discuss child's medical needs and identifies member of schools taff who provide support to the pupils



Meeting held to discuss and agree on the need for IHP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consdier evidence proved by them)



Develop IHP in partnership. Agree who leads on writing it. Input from healthcare professionals must be provided.



School staff training needs identified



Healthcare professional commissions and/or delivers training. Staff signed off as competent - review date agreed.



IHP implemented and circulated to all relevant staff



IHP reviewed annually or when condition changes.
Parent/carer

Reviewed: November 2019

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