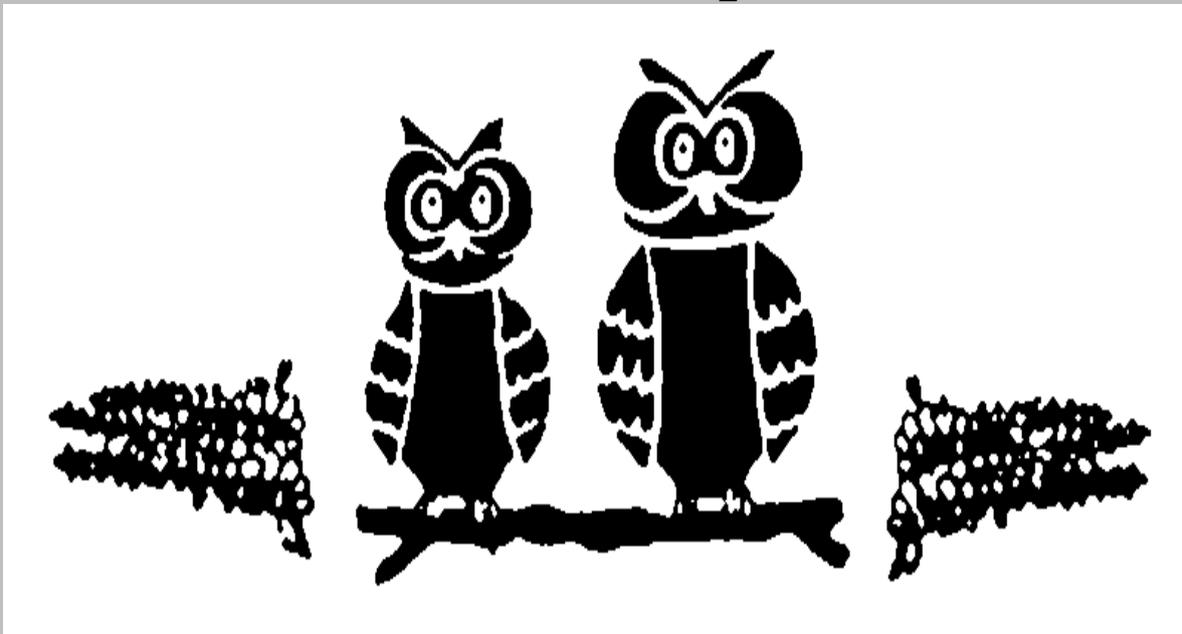


ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, PUTNEY.

Medical Conditions Policy



Date of Publication: June 2016

Review date:

Chair of Governors Mr John McHugo

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Policy statement and principles

St. Joseph's is an inclusive school community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them with the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being
-
- The school ensures all staff understand their duty of care to children in the event of an emergency.
 - School Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
 - All staff feel confident in knowing what to do in an emergency.
 - At St. Joseph's we understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - This school understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at this school.

The Policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) **Supporting pupils at school with medical conditions.**

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation.

Staff, parents and pupils will be kept informed by school newsletters/parent mail, school's website and staff training.

The Policy will be reviewed in September 2015 in line with **Department for Education** legislation and **Department of Health** guidance .

This school ensures that the whole school community is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. We provide effective support and work co-operatively with other agencies and ensure working partnerships between school staff, healthcare professionals, parents and pupils.

Parents and carers

It is the parents/carers responsibility to provide the school with sufficient up-to-date information about their child's medical needs and to ensure that they or another nominated adult are contactable at all times.

Pupils

We endeavour to ensure that pupils are fully involved in discussions about their medical condition and support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.

The Governing body

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Ensures that sufficient staff have received suitable training and are competent to take on responsibility to support children with medical conditions. That the appropriate level of insurance is in place and appropriately reflects the level of risk.

Ensures that this policy is developed, implemented and reviewed annually.

The Headteacher

Ensures that the school is inclusive and welcoming.

Ensures that this policy is in keeping with local and national guidance and frameworks and is implemented, kept up to date and ensures training for staff.

Teachers and other school staff

Although administering medicines is not part of a teachers' professional duties, they take into account the needs of pupils with medical conditions that they teach. Members of school staff know which pupils have medical conditions and allow pupils immediate access to emergency medication. Staff communicate with parents if children are unwell, ensure pupils have their medication when out of the classroom and understand common medical conditions and impact on pupils. School staff liaise with parents if a child's learning is suffering due to a medical condition.

Other health professionals

School Nurse. We have access to school nursing services. Our school Nurse is: Danielle Wong.

She is available to support school staff on implementing a child's Individual Healthcare Plan and provide advice and liaison and training.

Other Service providers and Clinical Commissioning Groups (CCGs) commission Specialist Diabetic Nursing staff. They support children with medical conditions and co-operate with this school. They notify the school nurse when a child has been identified as having a medical condition that will require support at school and support school staff with implementing and reviewing IHCPs.

SENCO

The school SENCO, Lorraine Parker helps to update the school's medical policy, knows which pupils have SEN due to their medical condition, ensures teachers make arrangements if a pupil needs special consideration and seeks to ensure that pupils with medical conditions are not excluded unnecessarily from activities.

Monitoring of Individual Healthcare Plans

At St. Joseph's, we use Individual Health Care Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Form A and Form B Is sent to parents for consent on child's admission. See Admissions link.
- If a pupil has a short-term medical condition that requires medication during school hours, Form C is sent to the pupil's parents to complete.
- The Parents, healthcare professional and pupil with medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. It is then the Parents responsibility to return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually this is represented in the table on the following page. Annex A.

School Health Care Register

The SENCO and the First Aiders will keep track of the healthcare information ensuring it is updated and made available when required.

Ongoing Communication and Review of Individual Healthcare Plans

Parents will be asked to submit and update information on any changes to their children's medical condition as it arises.

Storage and Access to Individual Healthcare Plans

Pupils IHPs will be kept in the school office. School staff will have access to the information as required. New staff will be made aware of their pupils IHPs. All information is confidential. The information, with parents' permission, will be sent ahead to emergency care.

Individual Healthcare Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupils with a medical condition in their care
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication at school is within the expiry date.
- Ensure that our local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

- At St. Joseph's we understand the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils with parental consent.
- Our Governing body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our Insurance Policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Storage of medication

Safe storage – emergency medication (EpiPens)

- a) Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. These are kept in the school Office and a trained first aider has access.
- b) All pupils carry their own EpiPens.
- c) Pupils are reminded to carry their emergency medication with them.

Safe-storage – non-emergency medication

- a) All non-emergency medication is kept in a lockable cupboard in the Medical room.
- b) Pupils with medical conditions know where their medication is stored and how to access it.
- c) Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a) Trained first aiders ensure the correct storage of medication at school.
- b) Trained first aiders check the expiry dates for all medication stored at school three times a year.
- c) Class teachers together with trained first aiders, along with the parents of pupils with medical conditions, ensure that all emergency

and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of the dose. This includes all medication that pupils carry themselves.

- d) Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e) It is the parents responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- f) Safe disposal of medication and sharp objects is adhered to.

Record Keeping

Form A is sent out at the beginning of the year, or on admission to the school, to ask about children's medical conditions.

The School Nurse sends Individual Health Care Plans to parents for completion, It is the responsibility of parents to return these to the school.

Form C is used and completed for short term medical conditions that require medication during school.

All medication that is administered to children is logged, Form D and E.

In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at St. Joseph's.

- In an emergency situation school staff are required under common law duty of care to act like any prudent parent/carer. **This may include administering medicine. See additional 'Guidance on the use of emergency salbutamol inhalers in school', Department of Health March 2015.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child's medical needs via the Individual Healthcare Plan.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to school; when undertaking their commissioned duties.
- Information in Individual Healthcare Plans is also used to support transitional arrangements to another school and/or reintegration.
- In an emergency the pupils IHP will be sent ahead to emergency care.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of SMT and have details recorded in the Schools Critical Incidents book.

- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own medication (e.g. Epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Pupils are encouraged to keep spare supplies of emergency medication in a sealed container, clearly labelled in the Medical room or their classroom.
- For off site activities, such as visits, school journey and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- 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/carers; or ignore medical evidence or opinion (although this may be challenged)
- 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.
- Send a child who becomes ill, to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical conditions 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. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including trips, e.g. by requiring parents to accompany the child.

Complaints

If parents/carers or pupils wish to complain how pupils with medical conditions are supported, they should do so by contacting the Head teacher, Mrs. Yvonne Wozniak in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

Appendix

- **FORM A:** Parental agreement for school to administer medicine for pupils with a Medical Condition. **(Parents/Carer)**
- **FORM B:** Healthcare Plan for Pupil with Medical Condition. **(Parents/Carer)**
- **FORM C:** Parental agreement for school to administer medicine for pupils with a **short term** Medical Condition **(Parents/Carer)**
- **FORM D:** Record of medicine administered to an individual child. **(school)**
- **FORM E:** Record of medicines administered to all children **(school)**
- **FORM F:** Staff training record – administration of medicines **(school)**
Details of named First Aiders, roles and responsibilities
- **FORM G:** Contacting Emergency Services **(school)**
- **Department of Health 'Guidance on the use of emergency salbutamol inhalers in schools'. March 2015.**

A hardcopy of these forms are available from the school office.