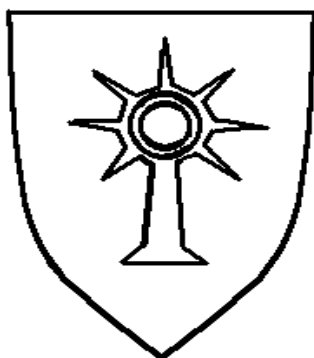


St. Monica's RC Primary School



Policy for Supporting Pupils with Medical Conditions

Here at St. Monica's, we recognise that we are all cherished members of God's family.

We love and care for one another, and trust God to guide us in all we do and say.

By learning together, we aim to achieve and working together, we will succeed.

St. Monica's RC Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

This policy seeks to outline the ways in which our school community aims to support those who need our care and support.

Signed by

_____ Headteacher

Date: June 2023

_____ Chair of Governors

Date: _____

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St. Monica's RC Primary School
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St. Monica's RC Primary School.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.

- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, ***if they have agreed to undertake that responsibility.***
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond 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 with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a [parental agreement form for school to administer short term medicine](#) before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the term or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an [Individual and Healthcare Plan](#) (IHCP) for their child in collaboration with the Headteacher, Senco, other staff members and healthcare professionals.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at St. Monica's RC Primary School, including teachers.

Training of staff

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.

- No member of staff is under obligation to administer medicines but may choose to do so of their own volition. No member of staff should be pressurised or coerced into giving medication.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Headteacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices e.g., asthma inhalers. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Individual Education and Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCo) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign either a parental agreement form for school to administer short term medicine or an IHCP for longer term conditions.
- 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 unless agreed with the school.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.
- Medications will be stored in a secure place. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available and not locked away.
- 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.
- Pupils will never be prevented from accessing their medication.
- St. Monica's RC Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What to do in an emergency.
- 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.

Avoiding unacceptable practice

St. Monica's RC Primary School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- 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 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.

Appendix 1 - Individual healthcare plan template

Long Term Care Plan Form

Student's name

Medical condition

Is this an ongoing condition?

- ☐ Yes
☐ No

Medication name(s)

Dosage of medication(s)

1. Medication use time (if applicable)

2. Medication use time (if applicable)

3. Medication use time (if applicable)

Self administration

- ☐ Yes
☐ No

Date medication(s) dispensed by pharmacy

Medication expiry date(s)

Special precautions

*EXAMPLE: Medication should be taken
before/ after lunch.*

Student's condition and individual symptoms

Daily care requirements

Procedures to take in an emergency

Follow up care (if applicable)

GP Details/ medical professionals working with your child

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Additional information (if needed)

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Using the information provided we will create a long term care plan for your child. We will let you know when this is ready to be reviewed and authorised by you.

DETAILS OF PERSON COMPLETING THIS FORM:

Name

--

Date

--

Email address

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Signed

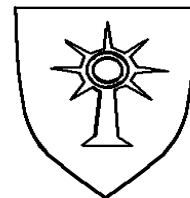
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OFFICE USE ONLY: RECORDED ON MEDICAL TRACKER: ☐

Original is on Medical Tracker

Appendix 2 – Permission to give emergency inhaler

St Monica's RC Primary School



Letter of consent for use of School Emergency Salbutamol Inhaler

Please only complete if your child has either been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever medication.

Child's Name	
Class	
Date	

Schools are now able to keep a 'Salbutamol' inhaler for use in emergencies if a child is showing signs of asthma/ having an asthma attack. As your child is on the Asthma Register and we have a Healthcare plan in place for them we ask that you give permission for the Emergency inhaler to be administered should the occasion arise. Please complete the form below and return to school.

- I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate)
- My child has a working, in-date inhaler, clearly labelled with their name which they will bring to school every day.
- In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held in school for such emergencies.

Parent/Guardian

Signature: _____ Date: _____

Name of Parent/Guardian

(printed): _____

Appendix 3 - Parental agreement for a school to administer short term medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

St. Monica's RC Primary School Medicine Administering Form

Name of child

Date of birth

Class

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix 4 - Record of medicine administered to all children

St. Monica's RC Primary School

[illegible]

Appendix 6 - 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.

- Your telephone number – **0161 748 3353**
- Your name.
- Your location as follows: **St. Monica's RC Primary School, Woodsend Road South, Flixton, M41 6QB**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.