



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

OUR MISSION STATEMENT

WE LIVE OUR LIVES LIKE JESUS

This means we will:

Share the Gospel values of love, forgiveness and peace on our journey of faith.

Promote relationships based on trust and mutual respect for all.

Strive for excellence in all that we do.

Establish strong partnerships with our Parents, our Parish and the wider community.

Promote a welcoming, safe and secure environment.

Jesus is at the heart of all that we are and do together at Corpus Christi.

Reviewed by working party	15 June 2017
Ratified by FGB	11 July 2017
Review date	July 2018

RATIONAL

The school has a duty under section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body will ensure that arrangements are in place to support pupils with medical conditions, in doing so they should ensure that such children can access and enjoy the opportunities at school as any other child. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The governing body will ensure that their arrangements give parents and pupils confidence in the school's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

PURPOSE

Children 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. However, in line with their safeguarding, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

GENERAL GUIDELINES

When the school is notified that a pupil has a medical condition procedures will be put in place to cover transitional arrangements between schools and arrangements made for any staff training or support. A formal diagnosis is not necessary before providing support to pupils. In cases where a pupil's medical condition is unclear or where there is a difference of opinion, judgments will be needed about what support to provide based on the available evidence.

INDIVIDUAL HEALTHCARE PLANS (IHP)

- Individual healthcare plans (IHP) will help to ensure that school effectively supports pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. (a flow chart is at Annex A)
- Plans will be drawn up in partnership between school, parents, and a relevant healthcare professional, eg school or specialist nurse. Pupils will also be involved whenever appropriate.
- Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed
- Where the child has a special educational need identified in a statement or EHC plan, the IHP should be linked to or become part of that statement or EHC plan.

Points considered when developing an IHP

- The medical condition, its triggers, signs, symptoms and treatments
- Pupils needs, including medication, facilities, equipment and environment issues eg crowded corridors
- Specific support for the pupil's educational, social and emotional needs, eg how absences will be managed requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed (some children will be able to take responsibility for their own health needs). If a child is self-managing their medication , this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the child's condition and the support required
- Arrangements for written permission from parents and the Headteacher, or delegated person, for medication to be administered by a member of staff, or self administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact and contingency arrangements

ROLES AND RESPONSIBILITIES

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. School will work in partnership with healthcare professionals, social care professionals, local authorities, parents and pupils.

Governing Body

The governing body will make arrangements to support pupils with medical conditions in school and ensure that a policy is developed and implemented. The governing body will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.

Headteacher

The Headteacher will ensure that

- The school's policy is developed and effectively implemented with partners
- All staff are aware of the policy and understand their role in its implementation
- All staff who need to know are aware of the child's condition
- There are sufficient trained staff available to implement the policy and deliver against all IHPs including contingency and emergency situations

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)
- Receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions

School Nurse

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
- Support staff on implementing a child's IHP
- Provide advice and liaise with lead clinicians on appropriate support for the child and associated staff training needs

Other healthcare professionals, including GPs and paediatricians

- They should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- Specialist local health teams may be able to provide support in school for children with particular conditions (eg asthma, diabetes, epilepsy)

Children

- Will be fully involved in discussions about their medical support needs and contribute and comply with their IHP as appropriate

Parents

- Will provide the school with sufficient and up-to-date information about their child's medical needs
- Will be involved in the development and review of the child's IHP
- Will provide medicines and equipment and ensure they or another nominated adult are contactable at all times

Local authorities

The local authority should provide support, advice and guidance to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education at St Paul's school because of their health needs, the local authority has a duty to make other arrangements.

Providers of health services

Providers of health services should provide valuable support, information, advice and guidance.

STAFF TRAINING

- The relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training require, and how this can be obtained. However school may choose to arrange training and will ensure this remains up to date
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training – the training will be updated to reflect any IHP. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- School will make arrangements for whole school awareness training for supporting pupils with medical conditions to ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a child will be key in providing relevant information to school staff about how their child's needs can be met.

THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- The governing body will ensure that arrangements are made for children who are competent to manage their own health needs and medicines. This should be reflected within their IHP.
- Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Some children may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff should help to administer medicines and manage procedures for them.
- If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents should be informed immediately when medication has not been administered for this reason.

MANAGING MEDICINES ON SCHOOL PREMISES

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parent's written consent. Forms are available from the school office.
- No child will be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed when the dose was given.
- School will 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 inside an insulin pen or pump rather than in its original container).
- All medicines will be stored safely. Children will be informed of where their medicine are and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available. Consideration of this will be taken when outside of school premises, eg on school trips.
- School will keep controlled drugs that have been prescribed for a pupil securely stored and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school.
- School staff may administer a controlled drug to who it has been prescribed, in accordance with the prescriber's instructions. School will 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 will be noted.

- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

RECORD KEEPING

Written records will be kept of all medicines administered to children. Parents will be informed if their child has been unwell at school.

EMERGENCY PROCEDURES

- Where a child has an IHP this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- If a child needs to be taken to hospital, staff will stay with the child until the parent arrives or accompany a child to hospital in an ambulance.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

The governing body will ensure that their arrangements are clear and unambiguous about the need to support pupils with medical conditions to participate in school trips and visits or in sporting activities and not prevent them from doing so. School will make arrangements for the inclusion of pupils in such activities with any adjustments required unless evidence from a clinician states that this is not possible.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

POINTS TO CONSIDER

- School will not prevent children from accessing their inhalers and medication.
- School does not assume that every child with the same condition requires the same treatment.
- School will not send children with medical conditions home frequently or prevent them from staying for normal activities, unless this is specified in their IHP.
- If a child becomes ill, they will not be sent to the school office or medical room unaccompanied or with someone unsuitable.
- School will not penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- School will not prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- School will not require parents, or make them feel obligated, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent will have to give up working because the school is failing to support their child's medical needs.
- School will not prevent children from participating, or create unnecessary barriers to children from participating in any aspect of school life, including school trips, by requiring parents to accompany.

LIABILITY AND INDEMNITY

The school has an insurance policy that provides liability cover relating to the administration of medication.

Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the school complaints procedure.

The Headteacher will have overall responsibility for the implementation of this policy.

The Headteacher and Inclusions Leader will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHPs are monitored.

Model process for developing individual healthcare plans

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence or that needs have changed



Headteacher or senior member of the school staff to whom this has been delegated, coordinates meeting to discuss child's medical support needs: and identifies member of school staff who will provide support to pupil



Meeting to discuss and agree on the need of IHP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)



Develop IHP in partnership - agree who leads on writing it. Input from healthcare professional must be provided



school staff training needs identified



Healthcare professional commissions/delivers training and staff signed-off as competent - review date agreed



IHP implemented and circulated to all staff



IHP reviewed annually or when condition changes. Parent or healthcare professional to initiate.

Parental agreement for Corpus Christi school to administer medicine

This is stated in the policy 'Supporting Pupils with Medical Conditions'

Name of child

Date of birth

Group/class/form

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

Date medication finishes:	Review date for long term medication:

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

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

Signature(s) _____ Date _____

SENIOR LEADER AGREEMENT TO ADMINISTER MEDICINE

CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

It is agreed that (name of child)_____will receive

(quantity and name of medicine)_____

every day at (time)_____

Name of child_____ will be given/supervised

Whilst they take their medication by a member of the school staff.

For office use only

This arrangement will continue until the school is notified by the parent who will collect the medicine from school once dosage is complete.

Signed_____ Position_____

Date_____

Annex D

**Corpus Christi Catholic Primary School and Nursery
Staff training record - administration of medicines**

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date