

St Thomas Becket Catholic School

Supporting Pupils in School with Medical Conditions

Policy statement

- This school is an inclusive community that aims to support all pupils, including those with medical conditions, in order that they can *develop spiritually, creatively, physically, socially and academically (school mission statement)*.

We aim to ensure that:

- All staff understand their duty of care to children in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff understand that medical conditions should not be a barrier to learning.
- Parents/Carers of pupils with medical conditions feel secure in the care their children receive at this school.
- The school aims to include all pupils with medical conditions in all school activities, where possible.
- Staff receive training to support children with medical conditions, where appropriate.

The *supporting pupils in school with medical conditions* policy is clearly communicated to staff and parents.

a. Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

b. School staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
- at scheduled medical conditions training
- via the staffroom on the MLE
- all supply and temporary staff are informed of the policy and their responsibilities.

c. Relevant local health staff are informed about the school's medical conditions policy.

d. Governors agree the policy and regularly review it (at least every 2 years)

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

- must make arrangements to support pupils with medical conditions and ensure this policy is implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher (supported by relevant SLT members)

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's

condition

- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

Parents

- must take responsibility to provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation
- In the unlikely circumstances where parents refuse to engage with the school, in relation to a child's medical condition, and where consequently the school judges the child to be at risk, consideration will be given as to whether this constitutes a child protection issue.

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, **although they cannot be required to do so**
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly 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 as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Notes

The school reserves the right to refuse admission to a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

Staff understand what to do in an emergency for the most common serious medical conditions at this school

- a. Relevant staff are aware of children with serious medical conditions where it is in the best interests of the child.
- b. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- d. This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil (handed to paramedics or doctor in an emergency callout).

Administration of Medication at School

It is each parent/carers responsibility to ensure that their child is fit to attend school, and any medication required, whilst the child is at school, should ideally be administered by the parent/carer.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of

medication (e.g. antibiotics) for a day or so.

Please note that the school reserves the right to send a child back home if we do not feel they are well enough to be in school.

- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler (where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as they are capable).

The school will only administer labelled medication prescribed by a medical practitioner– no other medicines will be considered.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training where required. Under no circumstances must any medication be administered without signed parental approval.

Staff should not agree to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- where a degree of technical or medical knowledge is needed and training has not yet been provided.

Safety checklist.

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?

- What action is necessary in the event of an accident or failure of the agreed procedures?

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

Trips

- The school will encourage and make reasonable adjustments to allow students with medical needs to participate in safely managed visits.
- Staff supervising the excursions need to be aware of any medical conditions and the relevant emergency procedures. This information must be given to the school **prior** to participation in any school trip. **Any** medical condition **must be** highlighted by the parents/carer on the consent form.
- Arrangements for taking any relevant medicines will also be taken into consideration. Wherever possible, children should carry their own reliever inhalers or emergency treatment medication, however a named person will be identified to supervise the storage and administration of medication if required. A copy of individual health care plans, where available, will be taken on trips in the event of the information being needed in an emergency.
- For residential trips, details of storage and administration of medicines will be provided at the time.

Storage of medication at school

Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug it will be held in a locked cupboard in the school office.

- b. Asthma pumps are stored in individually labelled boxes in the medical room.
- c. Office staff along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.
- d. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- e. All medication is sent home with pupils at the end of the school year.
- f. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- g. Any unused or outdated medication will be returned to the parent for safe disposal but it is the parent's responsibility to check their child's medication regularly to ensure it is still within expiry date.

Only medication in the original box/packaging that is labelled with the prescribed dosage will be accepted.

Safe disposal

- a. Parents at this school are asked to collect out-of-date medication.
- b. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year. The named person at this school is Rebecca Eastmond.

Record keeping

Record Keeping / Consent

The following information must be completed by parents who wish the school to administer medicine to their child (using the Medication Consent Form):

- Name and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines

- Details of prescribed dosage
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Medication Consent Form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Asthma management

Asthma pumps make up the vast majority of medications stored in school. These are stored in individual labelled boxes in the medical room. Each box contains a card which staff must use to record each time the child uses their inhaler.

Parents must complete the **School Asthma Card (Appendix 5)** before the school will accept an asthma pump for a child.

The school has an emergency asthma pump and will administer up to 10 puffs to a child in an emergency as per DFE guidelines.

Drawing up Healthcare Plans

- This school uses a Healthcare Plan 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 Healthcare Plan if required
- If a pupil has a short-term medical condition that requires medication during school hours, a medication Consent Form form is given to the pupil's parents to complete.

See Appendix 1 (Medication Consent Form)

- If a pupil has a longer term medical condition the school, the healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the pupil's Healthcare Plan together.

See Appendix 2 (Letter inviting parents to contribute to individual healthcare plan development)

Appendix 3 (individual healthcare plan)

Ongoing communication and review of Healthcare Plans

- Parents must update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Storage and access to Healthcare Plans/ Medication Consent Forms

- Healthcare Plans are kept in a secure central location at school (school office in medical needs folder)
- Medication Consent Forms are filed in the school office.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

Other record keeping

The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

See Appendix 4 (Record of medicine administered to all children)

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school

Next review date: January 2017