

SUPPORTING MEDICAL NEEDS POLICY



**St. Vincent's Catholic
Primary School**

Together through Christ we grow and learn

Date of Policy: December 2018

Date of Review: September 2021

Person Responsible: Marina Coleman and Danielle Duffy

Presented to Staff and Governors: November 2015

Related documents:

- 'Supporting pupils at school with medical conditions' Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014
- Public Health England Guidance on infection control in schools and other childcare settings

Introduction

Section 100 of the **Children and Families Act 2014** places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. This policy is based on the Statutory Guidance from the Department for Education published in April 2014.

1. Aims

Key Principles of the Guidance

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Definition of Medical Conditions

For the purpose of this policy, pupils with medical conditions are considered to be:

- Children with chronic or short term medical conditions involving specific treatments or forms of supervision during the course of the school day
- Children with severe allergies (for example anaphylactic shock)
- Sick children, including those who are physically ill or injured or are recovering from medical interventions
- Children with identified mental health problems.

Implementation

St. Vincent's is an inclusive school with a strong Christian ethos which values the unique worth of every individual. We believe every child has a right to education, irrespective of any medical condition they may have. The school will do everything reasonably and practically possible to ensure that pupil's with medical conditions have full access to the curriculum and all the normal school activities including school trips and Physical Education.

Through co-operation with health professional, parents and the delivery of appropriate training the school will develop an understanding of how a particular medical condition impacts on a child's ability to learn, including the social and emotional aspects of having a medical condition. At the same time every effort will be made to increase the confidence and independence of children with medical conditions and promote self-care.

2. Responsibilities

St. Vincent's Catholic Primary School, the local authority and health professionals will work together to ensure that children at the school who have medical conditions receive as broad and balanced an education as the rest of their peer group.

The Governing Body:

- will ensure that arrangements are in place to support pupils with medical conditions and in doing so they will ensure that children with medical conditions can access and enjoy the same opportunities as any other child at the school.
- will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- will ensure that staff are properly trained to provide the support that pupils need.
- will ensure that the school's admission arrangements do not, in any way, discriminate against children with medical conditions (who 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 will 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 duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or other children if they do so.
- will ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and will ensure that policies, plans, procedures and systems are properly and effectively implemented and monitored. This aligns with their wider safeguarding duties.

The Head teacher:

- will ensure that the school's policy is developed and effectively implemented with all stakeholders and partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- will ensure that the well-being of children with medical conditions is at the forefront when planning lessons and school activities
- With the support of the Governing Body, will ensure that children with medical conditions are included in all aspects of school life and are free from any kind of discrimination because of their medical condition
- will ensure that information about children with medical conditions is shared appropriately on a 'need to know' basis, but that the child's confidentiality and privacy are respected at all times.
- will ensure that any member of staff who carries out medical procedures for children is appropriately trained and insured.
- will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- will ensure that individual healthcare plans are developed to support pupils with medical conditions and that these plans are appropriately implemented and monitored and reviewed
- challenge parents, if necessary, to ensure children are fully supported in school and attending as much as is medically possible.

At St. Vincent's Catholic Primary School the responsibility for developing, implementing and monitoring and reviewing these plans will be delegated to a named person who, under the direction of the head teacher, will have the day to day responsibility for the care and welfare of pupils with medical conditions in the school

The Named Person at St. Vincent's Catholic Primary School is Miss Colemany Headteacher and SENCo, supported by Mrs Lynch, Administrative Assistant.

The Named Person

- will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil
- will ensure that information about medical conditions is collected and collated from parents of children entering the school. All parents/carers will be asked to complete an admissions form giving full details of their child's medical condition, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.
- has responsibility for passing on information to the relevant members of staff
- will liaise with health professionals and arrange training for school staff as appropriate
- In conjunction with parents and health professionals the named person will develop individual healthcare plans for pupils with medical conditions (see Appendix 1)
- In conjunction with the head teacher, teaching staff and parents the named person will ensure that these plans are implemented, monitored and reviewed
- In the case of staff absence or staff turnover the named person will work with the head teacher to ensure that someone is always available to implement the healthcare plans.
- will ensure that supply teachers are fully briefed
- will ensure that risk assessments for school visits, holidays and other school activities are carried out as required
- will work with parents and teachers to reintegrate children with medical conditions back into school after long periods of absence.
- will ensure a summary of children with medical needs is displayed in every classroom and shared space with photographs of the children to ensure easy and accurate identification.
- Will check all medicines are in date and will inform parents immediately if a replacement is required.

Parents and Carers

- hold key information and knowledge about their children and have a crucial role to play. The school will work in partnership with parents and involve them in decision making.
- **are asked to inform the school immediately that they are informed by health professionals that their child has a medical condition.**
- must keep the school informed about any changes in the treatment their children are receiving, including changes in medication.
- participate in the development and regular reviews of their child's IHP
- must provide the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- have to complete a School Medication Consent Form to administer medicine or treatment before bringing medication into school.
- Carry out the actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times should inform the school immediately if their child's medical condition is going to necessitate a period of absence from school, including appropriate medical certificates where these are required. In cases where pupils are absent for periods less than 15 working days parents will follow the normal arrangements for informing the school (see Attendance Policy).
- Where an absence exceeds 15 working days, the school will inform the Education Welfare Service, so that alternative arrangements for education can be made until the child is ready to return to school. Parents will need to provide the school with a letter from a medical Consultant containing details of the medical condition or intervention and information about the estimated period of absence.

Teaching and Support Staff

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. Although administering medicines is not part of teachers' professional duties, it is hoped that they will take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and have achieved the necessary level of competency before they are expected to take on the responsibility for supporting children with medical conditions. Once adequately trained any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

- have a responsibility to know which children with whom they work have medical conditions
- have a responsibility to ensure that healthcare plans are implemented for those children
- have a responsibility to request training for themselves if they do not feel confident in dealing with any given medical condition or situation

Pupils:

- Provide information on how their medical condition affects them.
- Contribute to their Individual Healthcare Plan (IHP), where appropriate
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

The School Nurse

- Collaborates on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifies the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supports staff to implement an IHP and then participates in regular reviews of the IHP.
- Gives advice and liaison on training needs.
- Liaises locally with lead clinicians on appropriate support.
- Assists the Headteacher in identifying training needs and providers of training.

4. Monitoring and Reporting

Individual Healthcare Plans (IHPs)

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. ***However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- IHPs 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 IHP 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, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Administration & Storage of Medication in School

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- If a child has an Individual Health Care Plan any medication MUST be administered in accordance with the plan.
- No child should be given prescription or non-prescription medicines without their parent's written consent and only if it is required to be taken four times per day.
- Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to an administrator in the main school office. The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label. Parents must complete a consent form.
- If children require daily medication parents are asked to ensure that there is always an adequate stock in school
- If a child needs to receive medical on a regular basis this must be recorded in the Individual health Care Plan. Medication that does not form part of the plan should not be administered
- The form 'School Medication Consent Record' (see Appendix 2) should be completed by the parent/carer. This will be kept on the pupil file and a copy in the relevant school office.
- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should be recorded.
- Medicines will be kept securely in the administrative office in the medical cupboard or fridge as appropriate.

Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions.. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list with photographs for easy identification of pupils will be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher and support staff member should have an overview of the list for the pupils in their care, within easy access.
- Supply staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Unacceptable Practices:

The following are considered to be unacceptable practice at St. Vincent's Catholic Primary School:

- Prevention of children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every child with the same condition requires the same treatment
- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion (although this may be challenged)
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If a child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments; these absences are authorised as long as the evidence is provided by the parent and copies of appointment letter provided to the school office.
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Requiring 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. If a child needs prescribed medication up to four times day then this will be administered in school, once parents have completed appropriate permissions. Any less than four times day can be administered outside of the school day.
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

5. Opportunities for Spiritual and Moral Development

In Catholic education, we are aware that all knowledge and understanding comes from God. The school recognises that managing medical is an important part of a child's education. Managing their needs helps children to understand and value themselves and others to take responsibility for their actions and to be able to make informed choices.

6. Equal opportunities

We should ensure that the specified aims are implemented for all children regardless of race, religion, gender, ability and disability. We will do this by:

- Recognising and acknowledging appropriately the unique life experience each child brings with them.
- Using Health Care Plans to provide targeted support for children.

7. Health and Safety

- Our Health and Safety policy reflects the consideration we give to the protection of our pupils and staff both within the school environment and when away from the school when undertaking school trips and visits.
- School staff should, at all times, act as responsible role models and set a good example of managing medical needs.
- The schoolkeeper, members of the Senior Leadership Team and the Health and Safety/PSCHE Leader will be trained to deal with discarded injecting equipment appropriately. The equipment for disposal will be kept in the medical cupboard where it may only be used by the trained staff.

- We will always refer to the latest advice from Public Health England.

Appendix 1 : Template for individual healthcare plans for pupils with medical conditions




Dear Parent/Carer of _____


Please could you complete the attached form in as much detail as possible and return it to the school office. Please could you also check in the school office that you have provided all of the medications that you have listed in the Medical plan and that these are all still in date.

Please see me if you have any concerns or queries regarding this. Many thanks.

Miss M. Siswick (Health and Safety Co-ordinator)



Medical Plan



Name _____

Date of Birth _____

Allergic to _____

Symptoms:

Face: _____

Breathing: _____

Stomach: _____

Other: _____

Actions:
 (including dosage and order of medication to be given.)

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Parent/Carer Signature: _____ Date: _____

Appendix 2: School Medication Consent Record

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE
THE SCHOOL WILL NOT GIVE YOUR CHILD MEDICINE UNLESS YOU COMPLETE
AND SIGN THIS FORM

St Vincent's Catholic Primary School Date _____

Child's Name: _____ Class: _____

Name and strength of medicine: _____

How much to give: _____

Any other instructions: _____

Daytime phone no. of parent or adult contact: _____

Name of phone no. of GP: _____

The above information is, to the best of my knowledge, accurate the time of writing and I give consent to the 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.

Parent's signature: _____

Print name: _____

Date: _____

Appendix 3 School Policy statement on equality and community cohesion (based on guidance provided by the Diocese of Westminster)

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration.

We are therefore committed to promoting:

- **the uniqueness of the individual**

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

- **the search for excellence**

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

- **the education of the whole person**

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

- **the education of all**

We have the duty to care for all, with preferential consideration for the poor, and to ensure that we provide for those who are socially, academically, physically or emotionally disadvantaged.

- **moral principles**

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we will strive to ensure that:

- any person recruited to the service of the school, whether as a member of staff or a volunteer, is made fully aware of our aims and objectives and required to support them;
- children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;
- all of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

Finally, we acknowledge that minority groups have often suffered disadvantage due to prejudice or ignorance. We recognise that it is all too easy for the structures of institutions to result in "inequality by default". We therefore commit ourselves to take positive steps to examine our policies and practice and to change them where necessary.