



**St. John the Baptist**  
Catholic Primary School

*We will prepare the way by loving, living and learning with the Lord*

# Medical Conditions in School Policy

**Audience:** Staff, governors, parents/carers

**Frequency of Review:** Annually

**Postholder Responsible for Review:** Sinead Drust (SENDCO)

**Recommended Associated Documents:**

Child Protection Policy

Safeguarding Policy

The Department of Education documents, 'Supporting Pupils at School with Medical Conditions' and 'Statutory Framework for the Early Years Foundation Stage'

**Approved by the Full Governing Body – Nov 2019**

**Review – Nov 2020**

## Medical Conditions in School Policy

St John the Baptist Catholic Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy is Sinead Drust (SENDCO). This policy will be reviewed every year.

### **1 This school is an inclusive community that supports and welcomes pupils with medical conditions.**

This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

This school will listen to the views of pupils and parents/carers. Pupils and parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school and local health community understand and support the medical conditions policy. This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

**2 This school's medical conditions policy is drawn up in consultation with key stakeholders within both the school and health settings.**

Stakeholders include our school nurse and other health care professionals eg. Epipen trainer. Pupils, parents and relevant local healthcare staff are informed of and reminded about the medical conditions policy.

**3 All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

This school, in partnership with parents and health care professionals, gives careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by Sinead Drust (SENDCO).

A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**4 All staff understand and are trained in the school's general emergency procedures.**

All staff know what action to take in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

**5 This school has clear guidance on providing care and support and administering medication at school.**

This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

Prescription Medicines will not be administered unless they have been prescribed for a child by an 'Appropriate Practitioner', which includes a doctor, dentist, nurse or

pharmacist. However, non-prescription (over the counter) medicines will not need an Appropriate Practitioner's prescription, signature or authorisation in order for a school to give them.

A child under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Over the counter medicines, e.g. for pain relief, will not be administered without first checking maximum dosages and when the previous dose was taken. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicine (both prescription and non-prescription) will only be administered to a child under 16 where written permission for that particular medicine has been obtained from the child's parent or carer.

This school will not require parents/carers to attend school to administer medication or provide medical support to their child, including with toileting issues.

Parents/Carers at this school understand that they should let the school know immediately if their child's needs change.

## **6 This school has clear guidance on the storage of medication and equipment at school.**

Medicines are stored securely within the school in lockable facilities, but the children know where their medicines are; medicines and devices such as asthma inhalers and adrenaline pens are always readily available to children and not locked away.

Controlled drugs will be kept in a locked non-portable container and only named staff will have access. A record will be kept of any doses used and the amount of the controlled drug held.

For medicines that require refrigeration, an appropriate refrigerator with restricted access, will be identified and the medication will be placed in a closed, clearly labelled plastic container.

Parents/Carers are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents/carers to dispose of appropriately.

This school disposes of needles and other sharps (when required) by placing them in a sharps box. Sharps boxes are kept securely at school in our medical room and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents/carers.

## **7 This school has clear guidance about record keeping.**

Parents at this school are asked if their child has any medical conditions when they start at the school.

Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register. IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Any side effects of the medication to be administered at school will be documented in school. If a child spits out or refuses the dose, the school will record this and contact the parent/carer to advise them as soon as possible.

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

This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

This school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

## **9 This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**

This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

This school reviews all medical emergencies and incidents to see how they could have been avoided and changes school policy according to these reviews.

## **10 Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carers, school's governing body, all school staff, employers and

healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**11 The medical conditions policy is regularly reviewed, evaluated and updated.**

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents/carers, specialist nurses and relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

**12 Complaints**

Complaints by parents/carers or others should be discussed initially, as appropriate, with the class teacher or head teacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the school office.