



St. John the Baptist
Catholic Primary School

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

Supporting Pupils with Medical Conditions Policy

February 2024

Audience: Staff, governors, parents/carers

Frequency of Review: Annually

Postholders Responsible for Review: Sinead Drust (SENDCO) & Helen Dixon (DSL)

Recommended Associated Documents:

Child Protection Policy

Safeguarding Policy

SEND Policy

DfE 'Supporting Pupils at School with Medical Conditions'

Review – February 2025

Supporting Pupils with Medical Conditions 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.

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

St John the Baptist Primary 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 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 written in consultation with key stakeholders within both the school and health settings.

The Governing Body is responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk. As a result, the governing body holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

The Headteacher is responsible for:

- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.

- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.

Parents are responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they or another nominated adult, are contactable at all times.

Pupils are responsible for:

- Being fully involved in discussions about their medical support needs, where applicable.
- Contributing to the development of their IHP, if they have one, where applicable.
- Being sensitive to the needs of pupils with medical conditions.

School staff are responsible for:

- Receiving sufficient training and the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

The school nurse is responsible for:

- Notifying the school at the earliest opportunity when a pupil has been identified as having a medical condition which requires support in school.
- Supporting staff to implement IHPs and providing advice and training.

- Liaising with lead clinicians locally on appropriate support for pupils with medical conditions.

Healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

3 Staff understand and are trained in what to do in an emergency for children with medical conditions at St John the Baptist Primary School.

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 Mrs S 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.

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.

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

St John the Baptist Primary 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.

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

6 Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. Where a pupil has been prescribed an adrenaline auto-injector (AAI), this will be written into their IHP. A copy of the pupil IHP will be held in the school medical room and also in the classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Pupils who have prescribed AAI devices, and are aged seven or older, can keep their device in their possession. For pupils under the age of seven who have prescribed AAI devices, these will be stored in a suitably safe and central location; in this case, the school medical room.

Designated staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

7 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.

8 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, St John the Baptist Primary School uses an IHP (Individual Healthcare 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.

A centralised register of IHPs is kept in school, 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.

9 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.

St John the Baptist Primary school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The 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 anti 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.

All relevant staff understand and 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.

St John the Baptist Primary 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.

School staff 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.

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

St John the Baptist Primary 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.

All medical emergencies and incidents will be reviewed to see how they could have been avoided and changes to school policy may be made according to these reviews.

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

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.

12 This medical conditions policy is regularly reviewed, evaluated and updated.

In evaluating this policy, 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.

13 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.