



# *St Mary's Catholic Primary School*

## **Supporting Pupils with Medical Conditions Policy [January 2020]**

### **Introduction**

St Mary's Catholic Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1 September 2014 <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>  
The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions.

[Disabilities, also including those pupils with medical conditions.]

### **Key roles and responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### **The Governing Body is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play as full and as active role as possible in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

**The Headteacher is responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaising.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

**Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

**Pupils are responsible for:**

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- 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.

**Training of staff**

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC.

### **Medical conditions register /list**

- Schools admissions forms should request information on pre-existing medical conditions. Parent/carers 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 or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parent/carers 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.

### **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. If consent is sought from parents a photo and instructions may be displayed. *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.

### **Education Health Needs (EHN) referrals**

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Day trips, residential visits and sporting activities**

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

### **Avoiding unacceptable practice**

*Each case will be judged individually but in general the following is not considered acceptable.*

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Unnecessarily sending pupils home frequently or preventing them from taking part in activities at school.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

### **Complaints**

All complaints should be raised with the school in the first instance. The details of how to make a formal complaint can be found in the School Complaints Policy.

### **Definitions**

**Parent/carers(s)** is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

**Medical condition** for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery.

**Medication** is defined as any prescribed or over the counter treatment.

**Prescription medication** is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

**Staff member** is defined as any member of staff employed at St Mary's Catholic Primary School.

## Procedures

### Administration of medication during the school day.

A child may be considered fit to return to school by their General Practitioner provided they continue a course of medication or a protracted course of treatment. All cases will be considered individually and all available and reasonable steps will be taken to ensure no errors occur in the administration, handling or storage of medicines, which will be stored securely away from pupils.

Many pupils may need to take medication during the school day at some time e.g. to finish a course of antibiotics or to apply a lotion. To allow pupils to do this will minimise the time they need to be absent. However, medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. Ideally, the medication should be prescribed in dose frequencies which enables it to be taken outside the school day, i.e. three times per day (breakfast, dinner, and bedtime). Where clinically appropriate we ask that parents request the medical practitioner to prescribe medicines, which can be taken outside school hours.

All prescribed medicines that are to be administered in school/settings must be accompanied by written instructions from the healthcare professional, specifying the medication involved, circumstances under which it should be administered, frequency and level of dosage. For all medicines to be administered parents should complete a consent form (Appendix A). Each time there is a variation in the pattern of dosage a new form should be completed. If necessary the school nurse or G.P. can assist with the completion of the form. A new form should be completed for each medicine to be administered.

The office staff are responsible for receiving medication from parents, for ensuring a parental consent form is completed and that the medication is securely stored in accordance with the instructions for the given medicine. Only one member of staff **at any one time** should administer medicines (to avoid the risk of double dosing). Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to avoid the risk of interruption before the procedure is completed). If more than one person administers medicines a system must be arranged to avoid double dosing. The medication administration record form should be completed at the same time as administering the medication. An individual record sheet should be maintained for each child who is administered medicines in school.

### Prescribed Medicines

At St Mary's School we will only administer prescribed medicines, by either a doctor, dentist, nurse prescriber or pharmacist prescriber. The medicines should always be provided in the original container and include the prescribed instructions for administration.

The Medicine must be labelled as follows;

- A pharmacy label with their address
- The child's name
- The drug name
- Prescribed dose
- Date of issue

Medicines may only be administered to the person for whom they have been prescribed, labelled and supplied. Only the prescriber may vary the dose and directions for administration NOT the parent. The school will not accept any parental alteration to a prescribed dose of medicine.

Medicines coming into school should **NOT** be in large quantities but **MUST** be in the original container. The school will **never** accept medicines that have been taken out of the original container or make changes to dosages on parental instruction.

It is recommended that a primary school child should never carry medicine to and from school, medicines must be handed over as soon as the child arrives at school.

### **Prescribed Eye/Nose Drops**

At St Mary's School we will generally agree to administer this form of medication. However, given the invasive nature of application and the contagious character of some eye infections, each case will be considered individually. St Mary's School Staff will never force a child to take medication if they refuse.

### **Non-Prescription Medication**

At St Mary's School we will generally agree to administer a non-prescribed medicine to pupils if we have appropriate parental consent e.g. paracetamol or antihistamines. In the event of a parent wanting a non-prescription medication to be administered to a child in the long term they must seek a prescribed alternative from a doctor.

- Homeopathic medicines will only be administered when a doctor has prescribed these.
- **No** child should be carrying or taking non-prescription medication such as cough sweets in school.
- A child under 16 will never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### **Controlled Drugs**

Staff may administer a controlled drug to a pupil for whom it has been prescribed and the prescription instructions must be followed. When a controlled drug is to be administered, two members of staff must be present. The first signature is by the person administering. The second signature is by the person who has witnessed the whole procedure. Controlled drugs must be kept in a locked non-portable container and only named staff should be given access. An inventory record should be kept for audit and safety purposes.

### **Refusing Medication**

If a pupil refuses to take their medication, they should not be forced to do so and a note made in the record of administration. The parents/guardian should be informed of the refusal on the same day. If the refusal results in an emergency, the school emergency procedures should be followed. These procedures should be set out in the health care plan for the individual pupil.

### **Record Keeping**

Parents/guardians are responsible for supplying information about the medication and informing schools about changes to the prescription or the support needed. However, the school should check that this is the same information as that provided by the healthcare professional or on the prescribed instructions.

A parental consent form must be obtained before the administration of any medication.

The school must record details of medication administered.

It is recommended that the related paperwork is kept for 10 years.

### **Long-Term Medical Needs or Complex Medical Needs**

It is important for the school to have sufficient background information about the medical condition of a pupil with long-term medical needs. If a pupil's medical needs are not fully supported, this can negatively affect a child/young person's academic attainments and/or lead to emotional and behavioural problems. The school therefore, needs to know about any medical needs before a child starts school or when a pupil develops a medical condition. It is recommended that a health care plan or a protocol involving parents and relevant health professionals is developed.

This can include:

- Details of a pupil's condition;
- Special requirements, e.g. dietary needs;
- Medication and any side effects;
- What constitutes an emergency;
- What to do and who to contact in an emergency;
- What not to do in an emergency;
- Procedures to be followed when transporting the child/young person (e.g. offsite visits or home to school transport);
- Information sharing and record keeping;
- The role the staff can play;

## **Storing Medication**

- The school will not store large amounts of medication.
- Pupils should know whom to contact if they need their medication.
- The Headteacher is responsible for ensuring that medicines are stored in accordance with the product instructions and safely away from pupils.
- All emergency medicines, e.g. asthma inhalers, adrenaline-pens, should be stored safely but be readily available and **not** locked away.
- All non-emergency medicines must be kept in a locked cabinet used only for that purpose.
- Controlled drugs should be locked in a non-portable container and only named staff should have access. The name of the person(s) responsible for the cabinet and/or administering medication should be stated on the cabinet. In cases of emergency the key must be readily available to all members of staff to ensure access.
- Some medicines need to be refrigerated and should be kept in a sealed container clearly labelled. There should be restricted access to a refrigerator holding medicines and therefore the staffroom fridge will be used for this purpose.
- Healthcare professionals or the district pharmacist can advise on the design and positioning of safe storage for medicines. They can also offer advice on suitable temperatures required for certain items, possible damage by exposure to light and the life span of certain medication.

## **Self-Management**

It is good practice to allow pupils who can administer their own medication to do this. Staff will then only need to supervise. This decision should be made by the parents in conjunction with the pupil's healthcare professional and the school.

## **Hygiene/Infection Control**

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

## **Procedures for managing prescription medicines on off-site visits;**

We consider it to be good practice to encourage pupils with medical needs to participate in safely managed visits. The group leader, in liaison with the Headteacher, should consider the reasonable adjustments to be made to enable pupils with medical needs to participate fully and safely on the activity.

It may be decided that further control measures are necessary e.g. additional adult to accompany an individual pupil. Arrangements for taking any necessary medication will need to be considered as well as the storage requirements. All staff supervising off-site activities or educational visits should be aware of any medical needs and the relevant emergency procedures. A copy of the individual health care plan should be taken on visits in the event of the information being needed. If staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils, they should consult with the parents, relevant health professionals and the Outdoor Education Adviser.

## **Emergency Procedures**

The school must have in place, arrangements for dealing with emergency situations. This should be included in the school's Health and Safety policy. A member of staff should always accompany a pupil to hospital by ambulance and should stay until the parent arrives. Health professionals are responsible for any decision on medical treatment when parents are not available.

## **The roles and responsibilities of staff managing administration of medicines.**

Unless a duty to administer medications is included in their job descriptions, this role is considered voluntary as there is no legal duty that requires staff to administer medication.

There must be an assessment of the risks to the health and safety of staff and others with control measures put in place to minimise and manage any identified risks.



# ST MARY'S CATHOLIC PRIMARY SCHOOL

## Parental/Carer Consent for the Administration of Medicines by School Staff

**To be completed by the parent/guardian of any child/young person to whom drugs may be administered under the supervision of school staff.**

If you need help to complete this form, please contact the School Health Visitor or Nurse attached to your doctor's surgery.

*Please complete in block letters*

Name of Child/Young Person:.....

Date of Birth: .....

Address: .....

Medical Diagnosis/Condition/illness:.....

Date: .....

Class/Form: .....

Review Date: .....

Doctor's Name: .....

Doctor's telephone number: .....

The Doctor has prescribed (as follows) for my child:

a) Regularly:

Name of Drug or Medicine:

How often (e.g.; lunchtime? after food):

How much (e.g.; half a teaspoon? 1 tablet?) to be given:

b) In special circumstances (here describe what circumstances, and the nature and dosage of the prescribed medication or treatment):

.....  
.....



**A separate form must be completed for each medicine.**

I accept that I must deliver the medicine personally to the school office staff. The information overleaf is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with their 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.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in properly labelled containers.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed: .....

Date: .....



# ST MARY'S CATHOLIC PRIMARY SCHOOL

## Parental/Carer Consent for Child to Carry Own Medication

This form must be completed by parents/guardians.

**If staff have any concerns discuss this request with healthcare professionals.**

*Please complete in block letters.*

Name of Child/Young Person: ..... Class: .....

Address: .....

.....

Medical Diagnosis or Condition: .....

Name of Medicine: .....

Procedures to be taken in an emergency: .....

.....

.....

.....

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### Contact Information

Name: .....

Daytime telephone No: .....

Relationship to child/young person: .....

I would like ..... to keep his/her medication on him/her for use as necessary.

Signed: .....

Date: .....

Relationship to child/young person: .....

**A separate form must be completed for each medicine.**

# St Mary's Catholic Primary School

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Acting Headteacher: Mrs Liz Hills

08 January 2020

## IMPORTANT – INFORMATION REQUIRED

Dear Parents/Carers

### Medical, Asthma and Allergy Files

As so many children now seem to suffer from some form of Asthma or an Allergy, we need to update our 'Asthma and Allergy File'. This will be kept in the office and will be available for staff to consult when planning trips out of school or games lessons. It will also greatly assist the First Aid team in the event of any child suffering an asthma attack while at school.

If your child suffers from any form of asthma, allergy, please complete the slip overleaf and return it to the office **tomorrow**.

Should your child require any other medication i.e. Calpol, Antibiotics etc. you will be required to send the medicine (*in original packaging and named please*) to the school office **and** complete an authorisation form, available from the office, before any medication will be administered. This medicine will be signed in and out of the office each day.

To those parents who have completed forms in the past, **please do so again**, circumstances change and we need to have current information on file. Thank you for your co-operation and the prompt return of forms.

Yours sincerely

Liz Hills

Acting Headteacher

**St Mary's School Asthma / Allergy Medical Information**



**Name of Child:** .....

**Class:** .....

My child suffers from \*occasional/mild/moderate/severe \*Asthma / Allergy triggered by:  
.....

My child takes the following medication on a **regular** basis:

|                         |                       |                  |
|-------------------------|-----------------------|------------------|
| <b>Medication</b> ..... | Kept in School Office | <b>*Yes / No</b> |
| .....                   | Kept in Classroom     | <b>*Yes / No</b> |
| .....                   | Kept at Home          | <b>*Yes / No</b> |

My child takes the following medication on an **occasional** basis:

|                         |                       |                  |
|-------------------------|-----------------------|------------------|
| <b>Medication</b> ..... | Kept in School Office | <b>*Yes / No</b> |
| .....                   | Kept in Classroom     | <b>*Yes / No</b> |
| .....                   | Kept at Home          | <b>*Yes / No</b> |

***\* Please delete as appropriate***

Any other information we need to be made aware of.....  
.....  
.....  
.....

I hereby give authorisation for my child to receive this medication at school whenever necessary.

**Name of Parent / Carer (PRINT)**.....

**Signed**..... **Date** .....

*Parent / Guardian*

**Emergency contact number** .....

***Please return to the School Office Promptly . Thank you.***



**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
Medication In/Out Log(Including Disposal)

| Date Commenced: |            |               |          |              | Date Discontinued: |        |               |
|-----------------|------------|---------------|----------|--------------|--------------------|--------|---------------|
| IN              |            |               |          |              | OUT                |        |               |
| Date In         | Medication | Name of Child | Quantity | Signed in by | Date taken out     | Reason | Signed out by |
|                 |            |               |          |              |                    |        |               |
|                 |            |               |          |              |                    |        |               |
|                 |            |               |          |              |                    |        |               |
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|                 |            |               |          |              |                    |        |               |

*~ Pray ~ Learn ~ Love ~ Enjoy ~*



**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
Record of Medicine Administered to Child/Young Person

**Date Commenced:**

**Date Discontinued:**

| Date | Name of child and<br>DOB | Name of medicine | Strength<br>of<br>medicine<br>and form | Frequency | Special<br>instructions | Dose<br>given | Time | Any<br>reactions | Refused | Signature of<br>staff | Print name |
|------|--------------------------|------------------|--|-----------|-------------------------|---------------|------|------------------|---------|-----------------------|------------|
|      |                          |                  |  |           |                         |               |      |                  |         |                       |            |
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