



Medical Policy

Holy Family Catholic Primary School
&
Our Lady and St Joseph Primary School

Our schools have a strong Catholic ethos which underpins everything we do. Knowing we are guided by God, we aspire to live our mission of truth, honesty, justice and peace for all. Catholic Social Teaching permeates through our curriculum, interactions and relationships. This is all manifested through God, Love and Family

Our vision is to empower children to become architects of a better world.

We therefore continuously seek to evolve our holistic understanding and application of learning.

We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.

This is our mission.

Policy Statement

Our School is an inclusive community that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with all medical conditions 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 to class and school life

The staff at our school all understand their duty of care to children in the event of an emergency and all staff feel confident in knowing what to do in an emergency. This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood. Our staff understand the importance of medication being taken as prescribed, and all staff understand the common medical conditions that affect children at this school.

Staff working directly with children with medical conditions receive training on the impact medical conditions have on pupils. Our schools Medical Conditions Policy has been drawn up in consultation with a wide range of our school community within both the school and health settings.

The medical conditions policy is supported by a clear communication plan for staff, parents, and other agencies to ensure its full implementation

Pupils are informed and regularly reminded about the medical conditions policy:

- through the school council
- in personal, social and health education (PHSE) classes
- through circle time and informal class discussions

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

- by including the policy statement on the school website where it will be available throughout the year

- at the start of the school year when communications are sent out about Healthcare Plans
- when a child is enrolled as a new pupil
- through school-wide communication of evaluation and changes with regards the policy

School staff are informed regularly about the medical conditions policy:

- through copies handed out at the first staff meeting of every school year and before Healthcare Plans are handed out to parents
- at scheduled medical conditions training
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff will be informed of the policy and their responsibilities

Relevant local health staff are informed and regularly reminded about the medical conditions policy:

- by letter, accompanied with a printed copy of the policy at the start of the school year via primary care trust (PCT) links and the school nurse. ***All staff understand and are trained in what to do in an emergency for the most common conditions at Our School***
- All staff at this school will be aware of the most common serious conditions at this school
- 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.
- All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for relevant staff once a year
- Our School uses Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help
- This school has procedures in place so that the copies of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil or sent on to the hospital as soon as possible

All staff understand the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact the emergency services and what information to give
- who to contact within the school

Training is refreshed for all staff at least once a year.

Action to take in a general emergency is displayed in a prominent location for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that this is a member of staff who is well known to the child.

Generally, staff should not take pupils to hospital in their own car.

Our School has clear guidance on the administration of medication at school

Administration-emergency administration

- All pupils at our school with medical conditions have easy access to their emergency medication

- All pupils are encouraged to administer their own emergency medication, and some are encouraged to carry their medication with them. This is determined by the guidance from parents and health specialists and by how individual children are beginning to take responsibility for their own medication
- Controlled drugs are not carried with children as directed by the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits
- Pupils who do not carry and administer their own medication know where it is stored and how to access it
- Pupils who do not carry and administer their own emergency medication understand arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely).

Administration-General

- All medication defined as a controlled drug, even if the pupil can administer it themselves, would be done under the supervision of a named member of staff at the school. School staff understand the importance of medication being taken as prescribed
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so
- Many other staff are happy to take on the voluntary role of administering medication. For medication, where no specific training is required, any member of staff may administer prescribed or non-prescribed medication to pupils under 16, but only with the written consent of the pupil's parent
- Training is given to all members of staff who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like a reasonably prudent parent in an emergency. This may include acting such as administering medication.
- In some circumstances medication would only administer by an adult of the same gender as the pupil, and preferably witnessed by a second adult
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they will notify the school immediately
- If a pupil refuses medication, staff record this and follow procedure in the Healthcare Plan. Parents will be informed as soon as possible
- Parents are required to check use by dates on medication and replace medication when required.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. If required, they receive information about the type of condition, what to do in an emergency and any other support necessary, including any additional medication or equipment needed
- If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities and in some cases, parents may be required to accompany their child
- If a pupil misuses medication, either their own or another pupil's, their parents will be informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures

Our School has clear guidance on the storage of medication at school

Safe storage-emergency medication

- Emergency medication is readily available to pupils who always require it during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys will be readily available and not held personally by members of staff.
- Most pupils keep their emergency medication at a central, secure point at the school office. However, some children carry their medication with them as directed in their Healthcare Plan. Medication is kept securely within the classroom setting.
- Pupils who are identified as needing to carry their medication with them are reminded to carry their emergency medication with them.

- Pupils whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage-non-emergency medication

- All non-emergency medication is kept in a secure place, in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage-general

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a cool, dry cupboard and only staff have access to the cupboard, even if a pupil normally administers the medication themselves.
- Each half term the identified members of staff check the expiry dates of all medication stored at school and inform parents if changes need to be made.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored, wherever possible, in its original container. 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.
- Medication is stored in accordance with instructions, paying particular attention to temperature.
- Some medication for pupils at our school is required to be refrigerated. All refrigerated medication needs to be stored in an airtight container and be clearly labelled. Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised children.
- All medication is sent home at the end of the school year.
- 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.

Safe Disposal

- Parents are asked to collect out-of-date medication
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal
- Sharps boxes are used for the disposal of needles but currently disposed of by the parents due to the nature of the medication
- If a sharps box is required on an off-site or residential visit, a named member of staff will be responsible for its safe storage and returned to the pupil's parent, school, or local pharmacy

Our School has clear guidance about record keeping

Enrolment forms

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Our School uses Healthcare Plans 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.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when diagnosis is first communicated to the school. The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these forms, completed, to the school.

Our School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

If a pupil has a short-term medical condition that requires medication during school hours, a medical form plus explanation is read and signed by the pupil's parent.

School Healthcare Plan Register

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register.

The named person follows up with parents, any further details on the Healthcare plan required or if the permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents will be regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been any changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year.

Storage and Access to Healthcare Plans

- Parents and pupils are provided with a copy of the pupil's current agreed healthcare Plan.
- Healthcare Plans are kept in a central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupil's Healthcare Plans. These copies are updated at the same time as the central copies.
- 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, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of the pupils in their care.
- Our School ensures that all staff protect pupil confidentiality.

- Our School seeks permission from parents to allow Healthcare Plans to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- Our School seeks permission from the pupil and parents before sharing any medical information with any other party

Use of Healthcare Plans

Healthcare Plans are used by Our School to:

- Inform the appropriate staff about the individual needs for a pupil with a medical condition in their care
- Identify common or important triggers for pupils with medical conditions in school that bring on symptoms and can cause emergencies.
- Ensure that all medication stored at school is done so correctly and is in date.
- Remind parents of pupils with medical conditions to ensure that the correct medication is in school, including spares where appropriate.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on the Healthcare Plan. This enables pupils and staff to be able to administer medication when required. A separate form is given to parents for pupils taking short courses of medication.

If a pupil requires regular/daily help administering their medication, then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents can keep a copy of this agreement.

Healthcare plans will highlight when children are able to manage their own medication. This decision is taken by healthcare professionals.

Other Record Keeping

- Our School keeps an accurate record of each occasion an individual pupil is given or is supervised taking medication. Details of the member of staff, pupil, dose, date, and time are recorded. If a pupil refuses medication this will also be recorded, and parents will be informed as soon as possible.
- Our school holds training on common medical conditions when it is necessary but at least once a year. A log of medical training is kept in school and reviewed annually to ensure new staff are trained.
- All staff who volunteer to administer medication are provided with training by a healthcare professional. A list is kept of these members of staff.

Our 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 visits

- Our School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils who are able, will be included in the consultation process to ensure the physical environment is accessible to them.
- Our school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities, locations, or increased adult support.

Social Interactions

- Our School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including break times, after school clubs, discos, performances, and visits.
- Our school community is aware of the potential social problems that pupils with medical conditions may experience.
- Staff use this knowledge to try to prevent and deal with problems in accordance with the anti-bullying and behaviour policies.
- Staff in school use opportunities such as PHSE, circle time and informal class discussions to create a positive social environment.

Exercise and Physical Activity

- Our School recognises and understands the importance of all pupils taking part in sports, games, and other such activities.
 - Staff ensure that adjustments and differentiation make physical activity accessible to all pupils
 - Staff understand that pupils should not be forced to take part in an activity if they feel unwell
 - Teachers and sports staff will be made aware of those in their care who have been advised to avoid or take precautions with activities.
 - Staff ensure that pupils have the appropriate medication or food with them during physical activity and that pupils take this when required.
 - Staff actively encourage pupils with medical conditions to take part in all activities.

Education and Learning

- Staff ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and adjustments are made to accommodate them and give extra support if required.
 - If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers understand that this may be due to their medical condition.
 - The special educational needs coordinator will be consulted to ensure the effect of the pupil's condition on their schoolwork is properly considered.
 - Pupils support each other and are encouraged to learn how to deal with medical emergencies so they can help their friends.

Our School is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks

- Our School is committed to reducing the likelihood of medical emergencies by identifying triggers and reducing triggers both in school and on off-site visits.
 - Immediate staff have been given training on medical conditions. This training includes detailed information on avoiding triggers.
 - Healthcare Plans highlight triggers and how to avoid them and have been provided to all staff involved with the pupils. Full health and safety risk assessments are carried out on all out of school activities before they are approved, including residential visits, taking account of the needs of pupils with medical conditions.
 - The school will review medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school policy and procedures will be implemented after each review.

Each member of the school community and health professionals know their roles and responsibilities in maintaining an effective medical conditions policy.

Our School is working in partnership with all interested and relevant parties including the school's governing body, all staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented, and maintained successfully.

The Governors have a responsibility to:

- Ensure the health and safety of all parties taking place in school activities
- Ensure that health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure that the medical conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this
 - medical conditions policy
 - Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions

The Head Teacher has responsibility to:

- Ensure that the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, parents, school staff, school nurses' directors, the school health service, healthcare professionals and where appropriate the emergency services.
- Ensure that the policy is put into action, with good communication of the policy to all relevant parties.
 - Ensure every aspect of the policy is maintained.
 - Ensure that information held by the school is correct and that there are good sharing systems in place to communicate Healthcare Plans.
 - Ensure pupil confidentiality.
 - Assess the development needs for all staff and arrange for them to be met.
 - Delegate a member of staff to check the expiry of medication and maintain the medication conditions register.
 - Monitor the policy every year in consultation with staff, parents, and external professionals.
 - Update the policy in accordance with changes in legislation and national guidance.
 - Report back any changes to relevant parties regarding the implementation of the medical conditions policy

All staff at have a responsibility to:

- Be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
 - Understand the school's medical conditions policy.
 - Know which pupils have medical conditions and know how to access the Healthcare plan Allow pupils to have immediate access to their emergency medication.
 - Communicate to parents if their child has been unwell at school.
 - Ensure that pupils have medication with them when they are going on a school trip or are out of the classroom or know how to access it if required.
 - Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
 - Understand the impact medical conditions have on pupils (they should not be made to take part in activities if they feel unwell).
 - Understand that pupils with a medical condition should not be excluded unnecessarily from activities they wish to take part in.

- Ensure that pupils have necessary medication or food with them during activities and are allowed to take it when required.

Teaching staff have a responsibility to:

- Ensure that pupils who have been unwell catch up on missed schoolwork.
- Be aware that medical conditions can affect a pupil learning and provide extra help when pupils need it.
- Liaise with parents, healthcare professionals, SENCO, and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PHSE and other curriculum areas to deal with pupil awareness about medical needs.

The school nurse has the responsibility to:

- Help update the medical conditions policy
- Help provide regular training
- Provide information about where the school can access other specialist training

First aiders have the responsibility to:

- Give immediate help to casualties with common injuries or illnesses
- Follow the Healthcare Plan to provide emergency help to those with a medical condition
- When necessary, ensure that an ambulance or other professional help is called

The Special Educational needs coordinator has the responsibility to:

- Help update the medical conditions policy
- Know which pupils have a medical condition and which have special educational needs due to their condition
- Ensure that pupils do not fall behind with their schoolwork
- Ensure that teachers make the necessary arrangements for progress to be made by pupils with medical conditions

Doctors and specialist healthcare professionals caring for pupils who attend Our School, have responsibility to:

- Complete the pupil's Healthcare Plan provided by the parents
- Where possible, and without compromising the welfare of the child, try to prescribe medication which can be administered outside of school hours
- Help every child and their parent to self-manage their medication and know how to take their medication effectively
- Ensure regular reviews of the medication and condition
- Provide the school with information and advice regarding individual children with medical conditions

Pupils have the responsibility to:

- Treat other people with and without a medical condition equally
- Tell their parents, teacher, or nearest staff member if they are feeling unwell
- Let any pupil take their medication and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication
- Know how to or be encouraged to take their medication when needed
- Ensure a member of staff is called in an emergency

Parents of pupils with medical conditions have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school of any medication their child requires during the school day both in school and on off site visits
- Tell the school of any changes to the condition or medication required, including doses
- Ensure that their child's medication and medical devices are labelled with their child's full name and their name which is used in school
- Provide the school with spare medication
- Ensure the medication is within expiry dates
- Keep the child off school if they are not well enough to attend
- Ensure that with the teacher's support, the child catches up with any missed schoolwork
- Ensure that the child has regular reviews with a healthcare professional to review their condition

Monitoring

The medical conditions policy is regularly reviewed, evaluated, and updated. Updates are produced every year or when a medical condition, government guidance or an emergency demands it.

**The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian, or local authority.*

Date Policy approved by Governing body: February 2022

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