

St Elizabeth's Catholic Primary School



Medical conditions policy

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St Elizabeth's Catholic Primary School
Medical Conditions Policy
Supporting Pupils with Specific Medical Needs

'We listen, learn and grow with Jesus'

Mission statement

At St Elizabeth's Catholic Primary School we strive for fullness of life for everyone. Through education and prayer, we listen, learn and grow with Jesus.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- a) Short-term: potentially affecting their participation in school activities when they are on a course of medication (for example a short course of antibiotics).
- b) Long Term: potentially limiting their access to education and requiring extra care and support (deemed **special/specific medical needs**).

Medication may be required in particular circumstances, such as children with severe allergies who may need an emergency treatment such as adrenaline injection or daily medication for a condition such as asthma, where children may have the need for daily inhalers (and potentially additional assistance during an asthma attack) or Diabetes where additional monitoring and medication may be required.

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be at more risk than their classmates or who may require specific provision to meet their individual medical condition. The school is responsible for making sure that relevant staff know about and are, if necessary trained, to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Staffordshire County Council Medicines in Schools Handbook and 'Managing cases of infectious diseases in education and child care settings' (updated Sept 24) which encourages self-administration of medication when possible. Contact details for our School Nurse can be obtained from our school office.

Entitlement

The school believes that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils in order that they can play a full and active role in school life, remain healthy and achieve their academic potential. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

However, we also accept that employees have rights in relation to supporting pupils with medical needs as follows:

- to choose whether or not they are prepared to be involved;
- to receive appropriate training;
- to work to clear guidelines;
- to have concerns about legal liability; to bring to the attention of the Headteacher, SENCo or governors any concern or matter relating to supporting pupils with medical needs

Where parents have asked the school to administer the medication for their child, they must ask the pharmacist to supply any such medication to be dispensed in a separate container. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day (unless otherwise directed by healthcare professionals). The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.

Each request to administer medicine will be considered separately.

The school will liaise with the School Health Services for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil. Professionals may include school nurses, health visitors and specialist nurses such as those working with pupils with asthma, diabetes etc.

Any medicines brought into school by the staff eg headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Individual Healthcare Plans

In supporting children with medical conditions, the school will ensure that an Individual Care plan is drawn up by a senior leader of the school with input from healthcare professionals where needed (for example school nurse) who will be able to determine the level of detail needed in consultation with the school and parents. Where the child has a special educational need, the individual healthcare plan should be linked to the child's EHC (Education Health Care plan) where they have one.

Individual Care Plans should contain the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (its side effects and storage) and other treatments; dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;
- What to do in an emergency, including whom to contact and contingency arrangements.

Roles and Responsibilities

At St Elizabeth's we recognise that supporting a child with a medical condition during school hours is not the sole responsibility of one person and that partnership working between school staff, healthcare professionals, parents and pupils to ensure that the needs of pupils with medical conditions are met effectively is essential.

Headteacher The Headteacher will ensure that a sufficient number of trained staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Headteacher will ensure that school staff have received suitable training and are competent before they take on responsibility to support children with medical conditions

School Staff Any member of school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administration of medicines. However, the administration of medicine is primarily undertaken by the Headteacher or Deputy Headteacher. In the absence of both the Head and the Deputy, medicine can be given by another competent member of staff. School staff will also complete the medical administration forms which identify the medicines required by children.

School Nurse

Our school is allocated a school nurse. The school nurse will have an integral role in ensuring that pupils with medical conditions are properly supported in school, including writing the individual healthcare plans in conjunction with the school's leaders.

Specialist Healthcare Professionals

Specialist practitioners in conditions such as diabetes, autism, hearing etc will be consulted to ensure that school are meeting the needs of children in the best possible way.

Child

As the person with the medical condition, the child is often best placed to provide information about how their condition affects them. The child will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Parents

Parents will provide the school with sufficient and up-to-date information about their child's medical needs. Parents must notify the school if their child has a medical condition. Parents are a key partner and will be fully involved in the development and review of the child's healthcare plan.

Staff Training and Support

Staff will not give prescription medicines or undertake health care procedures without appropriate training from a healthcare professional. The school nurse or other suitably qualified healthcare professional will confirm that staff are proficient before providing support to a specific child.

Children's Role in Managing their own Medical Needs

When writing the individual health care plan, the school nurse, parents, school representative and child will identify whether or not the child is competent to manage their own health needs and medicines and whether or not it is appropriate for them to do so. Children will administer their medicines with an appropriate adult present.

Managing Medicines on School Premises

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parents or carers written consent
- Medication (for example for pain relief) will not be administered without maximum dosages being checked and when the previous dose was taken. Parents will be informed if their child has taken pain relief medication.
- Where clinically possible, medicines should be prescribed in 3 dose frequencies which enables them to be taken outside school hours.
- Our school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, 4 times daily dosage and storage. The exception to this is insulin which must still be in date, but is generally available to schools inside an insulin pen or pump, rather than in its original container.
- All medicines will be stored safely. Children will be told where their medicines are at all times and be able to access them immediately. Where necessary, on school trips, the child will know which adult has their medication, e.g. blood testing meter/adrenalin pen and will always be grouped with the named adult. Individual risk assessments for school trips will include the information regarding which adult has the responsibility for those items.
- St Elizabeth's School will securely store controlled drugs that have been prescribed for a pupil and only named staff will have access. Controlled drugs will be easily accessible in an emergency.
- A member of staff will only administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction. Our school will record all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted on an individual healthcare plan and reported to parents / carers.
- Medicines will be returned to parents when no longer required to arrange for safe disposal. If required, sharps boxes will always be used for the disposal of needles and other sharps.

- Children with asthma are allowed immediate access to their relevant inhalers when they need them. Inhalers are stored in classrooms to enable pupils easy access. (see asthma policy)

Record Keeping

School will maintain and keep written records of all medicines administered to children and signed by two witnesses.

Emergency Procedures

Individual Healthcare Plans will reflect the school's Emergency Procedures.

Day Trips, Residential Visits and Sporting Activities

Children with a medical condition will be supported in order that they participate fully in school trips and visits. The member of staff leading a school trip or residential will prepare an individual risk assessment with the support of school leaders, following the guidelines and information on the child's individual healthcare plan and this will be shared with the child's parents prior to the trip. The individual risk assessment will contain information regarding specific emergency procedures for the child.

School procedures will be followed rigorously on day trips, residential visits and sporting activities. The provider of the day trip/residential visit and sporting activities will also be notified of the specific medical needs provision.

Complaints

If parents or carers have a complaint about the support provided to their child with a medical condition, they should, in the first instance, speak to the Headteacher.