



Supporting Pupils with Medical Needs Policy

2021-2022

This policy should be read in conjunction with the following documents:

- Safeguarding policy
- Staff Handbook
- First Aid policy

Agreed by	FULL GOVERNING BODY
Signed	
Date	Summer 2022
Review date	Summer 2023

School Ethos

Many pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other children have medical conditions, including mental health that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Holy Cross Catholic Primary School understands that it has a responsibility to welcome and support pupils with medical needs and conditions. We provide all pupils with the same opportunities and ensure that:

- Pupils with medical conditions or needs are encouraged to take control of their condition subject to their age and understanding and where responsible enough to do so.
- The school aims to include all pupils with medical conditions or needs in all school activities and educational visits as far as reasonably practicable.
- We ensure that all staff understand their duty of care to pupils in the event of an emergency and that all staff know what to do in an emergency.
- The school understands that certain medical conditions or needs are serious and can potentially be life-threatening.
- All relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act (2014) places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

Parents

- Parents are responsible for making sure their child is well enough to attend school.
- Parents are responsible for providing the school with up to date sufficient information about their child's medical condition, treatment or special care needed at school. For children with long term medical needs, the head teacher or designated member of staff will meet with the parents to reach agreement on the school's role in supporting their child's medical needs. The school will then draw up a health care plan.

School's responsibilities

The Head teacher and in their absence the Assistant Head teacher/School Business Manager, ensures that a named person is responsible for medicines. Day to day administration is delegated to the School Business Manager, Mrs Kerrie Margetts.

All staff have a responsibility to

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To comply fully with the Equality Act (2010) for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records and adhere to any actions outlined for the individual child.

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, the First Aider must complete an accident form and ensure that all witnesses have given full accounts of the circumstances surrounding the incident when necessary.
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed in the healthcare plan.
-

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part Entitlement

Record keeping

Parents at the school are asked if their child has any health conditions, needs or health issues on the school enrolment form upon entry to year 6. Parents are asked for a medical update on a yearly basis. Parents of pupils starting at other times during the year are also asked to provide this information on data checking sheets / enrolment forms. Any new conditions must be reported to school if it will affect the child at any way whilst at school as soon as possible and medical evidence provided.

The school is responsible for keeping individual logs of medication administered at school. Once a course of treatment has been completed the medication log is archived.

Monitoring

All medication records will be checked half termly by a named member of staff, Mrs Kerrie Margetts. If a medication is due to expire in the next half term, parents will be notified and asked to replace before the expiry date is reached. The date of the record check is logged and countersigned by either the Head Teacher or the Assistant Head. A termly update will be provided to the governing body by the named person, Mrs Kerrie Margetts. The medical log is stored in the first aid room. School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in each classroom and a central file of this information is kept in the School Business Managers office. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom and a copy held in the central file, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted using medical record sheets and this information will be provided to class teachers annually or updated throughout the year when necessary.

Administering medication

No pupil will be given medication without the parent's written consent. This consent will give details of the medication to be administered, including

- Specification of illness
- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Side effects or reactions to medication

The consent form can only be accepted by Mrs Kerrie Margetts of the Head Teacher. The label on the medicine container should have a printed label from the pharmacy indicating the child's name and will need to be in date. The medicine container will be checked against the school medicine record (completed by parent/carer). Any discrepancy should be queried with the parent before administering. All requests to administer medication must be countersigned by the Head Teacher, the Deputy Head or the Assistant Head before medication is given. Under no circumstances will the school deviate from the instructions provided on the container. Where possible, dependent upon age and medicines required, certain medicines will be administered by the child, but all such activities will be done under the strict

supervision of a suitably trained first aider. Staff will complete and sign child's record each time they give medication to a pupil. Depending on the ability of the child and with parental agreement, pupils are able to administer inhalers themselves under the supervision of a member of staff.

- Non-prescription drugs will be permitted for medicines such as Piriton for hay fever and paracetamol (calpol). All such cases of non – prescribed medication will be discussed with the Head Teacher on an individual basis and an individual plan established.

Epi-pens

Epi-pens are kept in locked cupboards in relevant children's teaching areas, usually one in the child's classroom and one in the first aid room. In the case of Epi-Pens, all staff have access to the key which is clearly labelled and accessible. We obtain written consent from parents that this is appropriate for their child, but if a parents requests in writing that their child must carry their Epi-Pen with them throughout the day, then provision is adjusted for this.

Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

Asthma and Inhalers

Parents are responsible for alerting the school to their child having asthma and to ensure that the school has appropriate inhalers available at all times with written parental permission. In most cases the child will have two inhalers: One held by the pupil themselves or in their classroom and one by the school in the medical cabinet in the Medical Room. All inhalers will be named clearly with the name of the child and the prescribed dosage.

Any inhaler treatment given over and above what is recorded in the child's Health Care Plan should be recorded in the accident book with the date, time and signature of the adult administering the inhaler. A copy of the note will be given to the parents via the book bag or class teacher.

The Appointed First Aider should be notified if the condition doesn't settle and the child needs to be monitored. In this instance, parents/carers will be called to inform them of the situation. Should the Appointed First Aider deem it appropriate, an Ambulance will be called and the School's First Aid procedures will be followed.

Supporting children with Diabetes

Children with diabetes will have an individual care plan with key workers trained in carrying out the following:

- ☐ Each morning check that the child has their diabetes equipment and the carbs needed for the day.
- ☐ Blood sugar levels to be checked at 10.30 am, 12.10 pm and 2.15 pm and recorded.
- ☐ With the exception of lunchtime, all checks to be done at the back of the child's classroom by a trained member of staff.
- ☐ The child should go outside at break and lunch times and be monitored by staff on duty.
- ☐ Hypo and Hyper's to be treated accordingly and recorded.
- ☐ All contact with parents regarding diabetes will be through Mrs Kerrie Margetts.

Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Storing Medication

Medicines, when not in use, are kept in a locked cupboard in the first aid room or in the medical needs fridge, located in the staff room, if it is necessary in order to conform with the pharmacist's instructions. All medication will be returned to the parents on the last day of the school year.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. All staff should be aware of

relevant medical conditions and emergency procedures. It is the class teacher's responsibility to ensure that inhalers and epi-pens are taken to all sporting activities.

School trips

- Staff supervising school trips must be aware of any medical needs, and the relevant emergency procedures.
- An additional adult may be necessary to increase the pupil teacher ratio.
- Arrangements will be made to ensure that children who may require medication when away from the school have access to that medicine and, where necessary, are accompanied by staff who have received training in the administration of that medicine.
- If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on the trip, they will seek medical advice from the School Health Service or the child's GP/consultant.

Residential trips

Parents are sent a medical form prior to any residential, which is to be completed and returned to the school in good time. This form requests details about the student's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the student manage their condition while they are away. This includes information about medication not normally administered by the school.

- All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.
- All parents of pupils with a medical condition attending an offsite visit or overnight visit are asked for consent, giving staff permission to administer medication as required.
- It is essential a check is made to ensure pupils with asthma have their inhalers with them before the party leaves the school.
- Calpol or other paracetamol-based medication can be administered during residential trips if parents have given their consent.
- Any medication administered to the student during the residential will be recorded. This record will then be given to the student's parents on return.
- The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.
- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate.

Complaints Procedure

Should parents be unhappy with any aspect of their child's care at Holy Cross Catholic Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Holy Cross Catholic Primary School complaints procedure.

Sun Lotions

In sunny weather, sun lotions should be applied by parents prior to the school day and parents are requested to ensure children bring a sunhat to school.

The school takes sun protection seriously and accepts and promotes the guidance given by the Health Education Authority.

http://www.nice.org.uk/aboutnice/whoweare/aboutthehda/hdapublications/sun_safety_guidelines_for_schools.jsp

Trained Staff School First Aiders are:

Kerrie Margetts (full certificate) Jackie Crouch(Full certificate)

Emergency First Aid at work:

(add names)

Paediatric First Aid:

Sarah Wild

Emma Rayner

Ria McGrath

Named people for administering medicines:

(add names)