



**St. Philomena's Catholic Primary School**

Headteacher: Miss V Maher

**Supporting Pupils  
with Medical Needs Policy  
November 2024**

Date of Policy	Signed	Position
November 2024	Veronica Maher	Headteacher
Monitoring	By	Date
To be ratified	Full Governing Body	
<p>This policy will be reviewed <b>annually</b> by the full Governing Body</p> <p>Date of next review :</p>		

## Supporting Pupils with Medical Conditions

### Introduction

The Children and Families Act 2014 places a duty on schools to make arrangements to support pupils with medical conditions. Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children and cannot be refused admission or excluded on medical grounds alone. However, the school must ensure the safety of all pupils in its care and reserve the right to refuse admittance to a child with an infectious disease, where it would be detrimental to the health of the child or others to do so.

St Philomena's CP School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

### Aims

At St Philomena's we aim to:

- Support pupils with medical conditions, so that they can have access to and enjoy the same opportunities at school as any other child
- Ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained
- Comply fully with the Equality Act 2010 for pupils who have special educational needs and/or disabilities
- Ensure individual health care plans are drawn up where necessary
- Respond sensitively and in a timely manner when a child with a medical condition requires support
- To keep up-to-date accurate records of children's medical needs
- To ensure safe storage and administration of agreed medication
- To ensure as little disruption to our pupil's education as possible
- To provide a fully inclusive school

### Definition

**This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc.**

Any pupil who is infectious or too poorly should not attend school until they are well enough.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days.

### Roles and responsibilities

The Governing Body will:

- Ensure that the school has a policy for supporting pupils with medical conditions
- Ensure that sufficient staff have received suitable training and are competent to support children with medical conditions
- Ensure the school's insurance arrangements provide cover for staff when managing children with medical conditions.

The Headteacher will:

- Assume responsibility for the Governing Body's policy in practice and for developing detailed procedures
- Seek advice and support from any of the following in order to meet the needs of a pupil with medical needs:
  - The local Health Authority
  - School Nursing Service
  - Community Paediatrician
  - G.P. (with parental consent)
- Take responsibility for decision-making regarding the administration of medication
- Ensure staff receive appropriate training
- Ensure parents are aware of the school's policy and procedures for dealing with medical needs
- Arrange back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable

Teachers and other school staff:

Teachers / teaching assistants who have pupils in their class with medical needs should ensure they understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had appropriate training.

Parents are expected to:

- Inform the school of any medical condition which affects their child
- Provide sufficient information to enable the child's condition to be managed at school
- Supply the school with any prescribed medication (up to date), together with the dosage information and regime
- Ensure that medicines to be given in school are in date and clearly labelled
- Train their children to self-administer medication if appropriate

Pupils:

Wherever possible children are encouraged to take medicines themselves or manage procedures, however, given the young age of our pupils, this would always be carried out under adult supervision.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but will notify parents as a matter of urgency.

## **Procedures**

### Information on Medical Conditions

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

When the school receives notification that a pupil has a medical condition, the parent/carer is required to supply as much information about the condition and any medication in writing. They also need to sign to give authority for the school to administer treatment and/or medication.

The office inputs this information onto the database and details of the expiration dates of any medicine onto the computerised record.

The school nurse may be contacted if there is need for a care plan to be drawn up - this would be signed and agreed by a school member, school nurse and parent/carer.

Children with serious medical conditions have their photograph and a brief description of the condition, along with any other necessary information, on display in the staffroom, office, Breakfast Club/Green Room Club, Headteachers office and school kitchen where necessary. Copies of individual healthcare plans are provided where appropriate.

Information is provided to receiving teachers at the start of a new academic year (or whenever a child joins the school). Information is updated as and when required.

Information on all children with medical conditions is held centrally in the school office.

#### Administration of Medicines by School Staff.

Only essential medicines will be administered during the school day (i.e. those prescribed by a doctor) if they cannot be taken outside school hours. No pupil will be given medication without completion of an authorisation form.

The school will only accept medication that is in-date, labelled, provided in the original container and include information on administration, dosage and storage.

Controlled drugs are stored safely in the classroom, out of pupils reach.

A written record is kept of all medicines administered to children. Once no longer in use, this is stored in the school office. It is the responsibility of the parent to replace medication that is expiring.

If the parent informs us the child no longer requires this medication we would request that they put this in writing in order for us to remove them from this register.

When no longer required or past their expiry date, medicines are returned to the parent to arrange for safe disposal.

**Pupils will not be able to carry any medication around on their person. No pupil is allowed to have any non-prescription drugs in school;** this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication and that important medication does not get mislaid or lost. Medication will be stored in the classroom or school office.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded on any individual care plan and this voluntary responsibility can be withdrawn at any time.

#### Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school/centre for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school/centre can

provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required

An IHCP will include:

- Details of the child's condition
- Administration of Medicine
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Children's individual healthcare plans are stored in the school office.

### Educational Visits

Staff supervising educational visits must be aware of any medical needs and relevant emergency procedures. Staff supervising the visit will be responsible for the safe storage and administration of any medication during the visit.

Risk assessments are carried out for all educational visits and these will include information on an individual child's needs where appropriate.

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

### Physical Activities

Children with medical needs are encouraged to take part in sporting/physical activities appropriate to their abilities. Any restrictions on a pupil's ability to participate in P.E. will be included in their individual healthcare plan. Some pupils may need to take precautionary measures before or during exercise and may need immediate access to their medication if necessary.

### Emergency Procedures

Where a child has an individual healthcare plan, staff will follow the agreed procedure in the event of an emergency.

If a child needs to be taken to hospital, a member of the administrative team will call the emergency services. A designated member of staff will stay with the child until the parent arrives or accompany the child to hospital by ambulance if necessary.

### **Unacceptable practice**

Whilst each child's needs should be managed individually, it is not generally acceptable to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- send a child who has become unwell to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

### **Staff training**

The school will liaise with the relevant healthcare professional to ensure that type and level of training required by staff to manage a specific medical condition can be provided.

### **Confidentiality**

The school will treat medical information confidentially and will agree with parents who will have access to records and information about a pupil.

### **Complaints**

If a parent is dissatisfied with the support provided by the school they should raise the matter with the headteacher in the first instance. If the issue cannot be resolved, they may wish to make a formal complaint following the school complaints procedure, a copy of which is available on the school website or from the school office.

### **Monitoring and Evaluation**

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

