

# St Andrew's Catholic Primary School



## Medical Conditions in School Policy

*“To Live, Love and Learn Together as Witnesses for Christ”*

Reviewed by the Governing Body summer 2019  
To be reviewed Summer 2023

Version Control:

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1.1	13/07/17	N/A	N/A	N/A
1.2	10.06.19	N/A	Emailed from SMBC Oct 2018: Guidance for CGCS Administration of medicines in schools and early years settings	Birmingham and Solihull Clinical Commissioning Group

St Andrew's Catholic Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

St Andrew's Catholic Primary School provides all pupils with any medical condition 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
- achieve economic wellbeing once they left school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

St Andrew's Catholic Primary School understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

St Andrew's Catholic Primary School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at St Andrew's Catholic Primary School. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: Kevin Kelly.

This policy will be reviewed every 2 years and is next due to be reviewed in 2021.

It is available on the school website or from the school office.

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or head teacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the School Office.

### **1. St Andrew's Catholic Primary School is an inclusive community that supports and welcomes pupils with medical conditions.**

St Andrew's Catholic Primary School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in St Andrew's Catholic Primary School because arrangements for their medical condition have not been made.

St Andrew's Catholic Primary School will listen to the views of pupils and parents.

Pupils and parents feel confident in the care they receive from St Andrew's Catholic Primary School and the level of that care meets their needs.

Staff understand the medical conditions of pupils at St Andrew's Catholic Primary School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school and local health community understand and support the medical conditions policy.

St Andrew's Catholic Primary School understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

**2. St Andrew's Catholic Primary School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

Stakeholders include:

- Staff
- Governors
- Parents
- School Nurse
- SENCo
- Family Support Worker

**3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.**

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels for example via Parentpay.

**4. All staff understand and are trained in what to do in an emergency for children with medical conditions at St Andrew's Catholic Primary School.**

All school staff, including temporary or supply staff, are aware of the medical conditions at St Andrew's Catholic Primary School and understand their duty of care to pupils in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

St Andrew's Catholic Primary School will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by ....

A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**5. All staff understand and are trained in the school's general emergency procedures.**

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

**6. St Andrew's Catholic Primary School has clear guidance on providing care and support and administering medication at school.**

St Andrew's Catholic Primary School understands the importance of medication being taken and care received as detailed in the pupil's IHP.

St Andrew's Catholic Primary School will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

St Andrew's Catholic Primary School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. St Andrew's Catholic Primary School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

St Andrew's Catholic Primary School will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, St Andrew's Catholic Primary School will check the maximum dosage and when the previous dose was given. Parents will be informed. St Andrew's Catholic Primary School will not give a pupil under 16 aspirin unless prescribed by a doctor.

St Andrew's Catholic Primary School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

St Andrew's Catholic Primary School will not 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.

Parents at St Andrew's Catholic Primary School understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

**7. St Andrew's Catholic Primary School has clear guidance on the storage of medication and equipment at school.**

St Andrew's Catholic Primary School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.

Pupils may carry their own medication/equipment, or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise St Andrew's Catholic Primary School will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at St Andrew's Catholic Primary School can administer a controlled drug to a pupil once they have had specialist training.

St Andrew's Catholic Primary School will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

Medication will be stored

St Andrew's Catholic Primary School will store medication that is in date and labelled in its original container, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

St Andrew's Catholic Primary School disposes of needles and other sharps by placing sharps in sharps box. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

**8. St Andrew's Catholic Primary School has clear guidance about record keeping.**

Parents at St Andrew's Catholic Primary School are asked if their child has any medical conditions when they enrol in school and annual census forms are sent out which include an opportunity for parents to update any medical needs. Where appropriate and proportionate, St Andrew's Catholic Primary School uses an IHP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

St Andrew's Catholic Primary School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

St Andrew's Catholic Primary School makes sure that the pupil's confidentiality is protected.

St Andrew's Catholic Primary School seeks permission from parents before sharing any medical information with any other party.

St Andrew's Catholic Primary School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

St Andrew's Catholic Primary School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

St Andrew's Catholic Primary School makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and St Andrew's Catholic Primary School keeps an up-to-date record of all training undertaken and by whom.

**9. St Andrew's Catholic Primary School 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 activities.**

St Andrew's Catholic Primary School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. St Andrew's Catholic Primary School is also committed to an accessible physical environment for out-of-school activities.

St Andrew's Catholic Primary School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

St Andrew's Catholic Primary School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

St Andrew's Catholic Primary School understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

St Andrew's Catholic Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

St Andrew's Catholic Primary School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. St Andrew's Catholic Primary School will not penalise pupils for their attendance if their absences relate to their medical condition.

St Andrew's Catholic Primary School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Additional Learning Needs Co-ordinator/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

All pupils at St Andrew's Catholic Primary School learn what to do in an emergency.

St Andrew's Catholic Primary School makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**10. St Andrew's Catholic Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks and has a written schedule of reducing specific triggers to support this.**

St Andrew's Catholic Primary School is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at St Andrew's Catholic Primary School, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a pupil has a severe nut allergy, school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

St Andrew's Catholic Primary School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

St Andrew's Catholic Primary School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The roles and responsibilities for all relevant parties are (outline briefly specific responsibilities):

- Head teacher – Ensure that Medicine policy is being followed and all staff are trained.
- Governors – Ensure Policy is in place
- Teachers and other staff – Understand and implement the policy
- Trained designated staff – Implement the policy and advise on future policy reviews.
- SENCO/ Inclusion Manager – Ensure that the needs of pupils with medical needs are met.
- School nurse – Advise on supporting children, writing IHP's and ensuring school is compliant.

**12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

In evaluating the policy, St Andrew's Catholic Primary School seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

**Policy agreed by the school governors summer 2019**

**Chair: Mr Alex Joyce**

**Headteacher: Mr Kevin Kelly**

**SENCo: Mrs Kate Roberts**

**Appendices**

Parent's Medicines in school letter

Consent form to administer medicines

Medicine administration record

Staff training record

Flow chart taken from Annexe A: Model process for developing individual healthcare plans of Supporting pupils at school with medical conditions, April 2014, DfE

**Appendix 1**

Dear parent/carer

**Name of Child - Medication in school**

Please check your child's medication on a termly basis to ensure it is in date, there are no changes to the dose and it is still needed by your child. It should be replaced or removed as necessary, especially at the beginning of each new academic year.

If there are changes to your child's condition and/or medication, please ensure the school/setting staff/Heart of England Foundation Trust School nurse is/are notified in writing.

I am available at school, contact details as above, if you wish to discuss your child's condition.

Yours sincerely

K. Kelly

**Appendix 2**

**Parental/carers consent to administer an 'over-the-counter' (OTC) medicine**

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class/form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given. For example:</b> <b>One tablet</b> <b>One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the Headteacher or his/her nominee (name)\_\_\_\_\_ to administer the OTC medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	
<b>Head Teacher's signature</b>	
<b>Date</b>	

Date	Time	Medication	Dose	Administered by	Signature
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**Appendix 3**

**Parental/carer consent to administer a prescribed medicine**

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for each medicine.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Class/form</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given. For example: One tablet One 5ml spoonful</b>	
<b>At what time(s) the medication should be given</b>	
<b>Reason for medication</b>	
<b>Duration of medicine Please specify how long your child needs to take the medication for.</b>	

<b>Are there any possible side effects that the school needs to know about? If yes, please list them</b>	
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<b>I give permission for my son/daughter to carry their own salbutamol asthma inhaler/Adrenaline auto injector pen for anaphylaxis [delete as appropriate].</b>	<b>Yes</b>	
	<b>No</b>	
	<b>Not applicable</b>	
<b>I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.</b>	<b>Yes</b>	
	<b>No</b>	
	<b>Not applicable</b>	

<b>I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.</b>	<b>Yes</b>	
	<b>No</b>	
	<b>Not applicable</b>	

<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone no.</b>	
<b>Name of child's GP practice</b>	
<b>Phone no. of child's GP practice</b>	

- I give my permission for the headteacher /senior nursery staff member (or his/her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school/nursery. I will inform the school/nursery 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 medicine to be administered during educational visits and other out of school/nursery activities, as well as on the school/nursery premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school/nursery, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	
<b>Head Teacher's Signature</b>	
<b>Date</b>	

**Administering medication for (insert name of child)**

<u>Date</u>	<u>Time</u>	<u>Medication</u>	<u>Dose</u>	<u>Administered by</u>	<u>Signature</u>

Appendix 4

## Annex A: Model process for developing individual healthcare plans

