



***The Federation of St Elphege's
and Regina Coeli Catholic Schools***



**Policy for
Supporting Pupils with
Medical Conditions
2017**

The Federation of St Elphege's and Regina Coeli Catholic Schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit, we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God we will.....

- develop our children's faith, spirituality and joy in the love of God.
- teach our children to the highest standards thus realising their own potential.
- give our children the knowledge, skills and confidence to succeed and take pride in their achievements.
- create a Christian community where we all behave well, have good manners, and learn tolerance and respect for ourselves and others.
- prepare our children today to become tomorrow's responsible and independent individuals.
- make school a happy, safe and caring place where we all enjoy learning, work hard and do our best.
- create a partnership of love, joy and high expectations between children, their parents, the staff and the governors, the parish and the wider community.

At Regina Coeli we are strengthened and inspired by our Catholic faith, in what we think, say and do.

Each day we encourage, nurture and celebrate effort and achievement, recognising we each have special gifts and talents.

We encourage everyone to want to be more than they thought possible, in a secure loving environment.

AIMS

To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

This policy should be read in conjunction with the First Aid advice in the Health and Safety Policy and, if applicable, the SEN policy.

The Federation of St.Elpheges and Regina Coeli schools is an inclusive community that supports and welcomes pupils with medical conditions.

- This schools are welcoming and supportive of pupils with medical conditions.
- They provide 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 this school because arrangements for their medical condition have not been made.
- The schools will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- The schools will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- 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.
- The 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 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some children who have medical conditions may also have disabilities and / or special educational needs.

The Headteacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining The Federation at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Individual Healthcare Plans

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

This school has clear guidance on providing care and support and administering medication and first aid at school.

This school understands the importance of medication being taken and care received as detailed in the pupil's IHP. (Appendix 1)

- This 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.

- This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication to a child without a parent's written consent except in exceptional circumstances.
- Medication may only be administered if prescribed by a healthcare professional and the dosage and frequency clearly stated on the label from the pharmacy. Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent.
- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will

be recorded on their IHP.

- A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- This school uses an IHP to record the support an individual pupil 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.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. (Appendix 2)
 - This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the 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 suitable qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

- The school recognises the need to keep staff informed of medical conditions but equally the confidential nature of this information. IHP will be easily accessible during school hours and a copy should be kept in the class pupil support folder. This folder should be locked away at the end of each day.

Emergency procedures

All staff know about the schools emergency procedures, office staff will contact emergency services and parents. A member of staff will accompany a child taken to hospital in an ambulance, and will stay there until a parent arrives. Health professional are responsible for any decisions on medical treatment until a parent arrives. Staff never take children to hospital in their own cars.

Procedures for Children with Allergies

Parents fill in the additional needs form and give information about allergies and medication; this is kept in the office.

Any letters from the hospital or doctor are kept in the medical room and a copy is placed in the classroom pupil support folder.

Epi pens are stored in first aid cupboards located in the medical room together with a letter and a photograph of the child.

Photographs and a brief description of the allergy are displayed in staffroom and classrooms.

Teachers are informed about children with allergies through the additional needs form/pupil support file/parents.

Senior mid-day meals supervisor ensures meal supervisors' team are aware.

Teachers ensure that the boxes are taken on any trip out of school.

The school office checks pens termly and informs parents if they are about to become out of date.

In the event of a suspicion that a child may be having a first anaphylactic reaction the school will ring 999 and inform the parents.

Roles and Responsibilities

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurses

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

Notes

- The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalizing children for their attendance record if their absences are related to their medical condition that is recognized under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively



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INDIVIDUAL HEALTH CARE PLAN

FOR CHILDREN WITH MEDICAL CONDITIONS AT SCHOOL

1. CHILD INFORMATION

Child's name _____ Date of Birth _____

2. CONTACT INFORMATION

Child's address _____

Family Contact 1

Name _____ Relationship with child _____

Phone (day) _____ Mobile _____

Family Contact 2

Name _____ Relationship with child _____

Phone (day) _____ Mobile _____

GP

Name of Practice _____ Phone _____

3. DETAILS OF CHILD'S MEDICAL CONDITIONS

Name of condition _____

Signs & Symptoms of condition _____

Triggers or things that make the condition worse _____

4. ROUTINE HEALTHCARE REQUIREMENTS (eg, dietary, therapy, nursing needs or before physical activity)

5. REGULAR MEDICATION TAKEN DURING SCHOOL HOURS

Name of medication _____ Dose _____

When is it taken? _____

Are there any side effects that may affect the pupil in school? _____

Are there any signs that this medication should not be given? _____

Can the pupil administer the medication themselves? Yes No

Yes, with supervision

Medication expiry date _____

6. EMERGENCY MEDICATION (e.g. EpiPen)

Name of medication _____

Signs & Symptoms which indicate an emergency for this child _____

Dose and method of administration (how the medication is taken and the amount) _____

Are there any signs when the medication should not be taken? _____

Are there any side effects of the medication? _____

Can the pupil administer the medication themselves? Yes No

Yes, with supervision

Is any follow up care necessary?

Who should be notified? Parents GP Specialist

7. WHAT TO DO IN AN EMERGENCY (e.g an allergic reaction)

In the event of your child showing any physical symptoms for which there is no obvious alternative explanation, his/her condition will be immediately reported to the head/ teacher in charge. On receipt of such a report, the person in charge will instruct a staff member to contact in order of priority:

Dial 999, ask for an ambulance and say:

This is St.Elphege's Primary School Wallington **OR** Regina Coeli Primary School South Croydon. Our telephone number is **SE-020 8669 6306 OR RC- 0208 688 4582**. We have a child who has had a severe allergic reaction. The epipen has been given. We need a paramedic team urgently. The child's name is _____ and their date of birth is _____.

Then call the family contacts on the numbers above.

8. MEMBERS OF STAFF TRAINED TO ADMINISTER MEDICATIONS FOR THIS PUPIL

Regular medication: _____

Emergency medication: _____

**9. ANY OTHER INFORMATION RELATING TO THE PUPIL'S HEALTHCARE IN SCHOOL e.g
Arrangements for school visits/trips etc**

10. FOLLOW- UP CARE

- Parents are responsible for maintaining up to date prescribed medication for use in school including replacements when they are used.
- School to ensure all administered medications are appropriately documented on Template X: "Record of Medicine Administered to an Individual Child" form in accordance with the "Supporting Pupils at School with Medical Conditions" policy (Department of Education, 2014).
- School to ensure that staff attend adequate training
- Parents responsible for informing school nurse and school regarding any changes to health condition such as dosage/frequency or if medication has been stopped.
- School to regularly check any medication stored on the premises.

STAFF INDEMNITY

The Federation of St.Elphege's and Regina Coeli Primary Schools fully indemnifies its staff against claims for alleged negligence, provided they are acting within the scope of their employment, having been provided with adequate instruction, and are following the school guidelines. For the purposes of indemnity, the administration of medicine falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice indemnity means the school and not the employee would meet the cost of damages should a claim or alleged negligence be successful. It is very rare for school staff to be sued for negligence and instead the action will usually be between the parent and the employer.

PARENTAL AGREEMENT

I give permission for staff in the Federation of St.Elphege's and Regina Coeli Primary Schools to administer the actions as laid out in this care plan.

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Parent's signature _____ Date _____

HEADTEACHER AGREEMENT

It is agreed that (name of child) _____

Will receive the above listed medication at the above listed time (see part 5)

Will receive the above listed medication in an emergency (see part 6)

Headteacher's signature _____ Date _____



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Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
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