



MEDICAL CONDITIONS POLICY

The staff and governors of Our Lady & St Philip Neri Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

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.

Some children with medical conditions may be disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN code of practice.

Aims

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Roles and Responsibilities

Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Head teacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

SENCO - should ensure that all staff that needs to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff - any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know

what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurses - every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Managing medicines on school premises

Governing bodies should ensure that the school policy covers arrangements for children who are competent to manage their own health needs and medicines

The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The head teacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

In line with other schools' policies, if medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, and the school agrees to assist parents and carers to administer a medicine to their child on a temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist. Parents and carers will definitely be required to administer the first 24 hour dose of any new prescription, for example antibiotics.

The medicine label must have:

- Name of child.
- Name of medicine.
- Dose.
- Method of administration.
- Time/frequency of administration.
- The instruction leaflet with prescribed medicines should show:
 - Any side effects.
 - Expiry date.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent. Parents will be expected to fill out an Administering Medicines form which is available from the school office or the school website.
- Parents must give written consent for any medication that is to be administered.
- The school will liaise with the School Health Service 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.

- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Wherever possible, children should be allowed to carry their own medicine or should be able to access their medicine for self medication quickly and easily such as asthma inhalers
- Schools should keep a record of all medicines administered to individual children, stating what, how much was administered, when and by whom.
- When no longer required, medicine should be returned to the parent to arrange safe disposal.

NON-PRESCRIBED MEDICINES

- Non-prescribed medicines will not be administered by any member of staff at school.

Individual Healthcare Plans

Individual healthcare plans ensure that the school effectively supports pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or when there is a high risk that emergency intervention will be needed as well as long term and complex medical conditions. However not all children will require one. The school, healthcare professional and parents should agree, when an individual healthcare plan would be appropriate.

- The schools individual healthcare plans are drawn up by the school nurse in partnership with the school and parents. Pupils should be involved whenever appropriate. The aim of the of the plan is to capture the steps which the school should take to help the child manage their condition and overcome any barriers to getting the most from their education
- The plan should be reviewed annually by the school, parents and healthcare professional.

Staff Training and support

- Our Lady & St Philip Neri holds training on common medical conditions once a year; this is delivered by the school nurse or relevant health care professionals. A log of staff training is kept and reviewed every 12 months to ensure new staff receive training.
- Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin. The school keeps a register of staff who have undertaken the relevant training. Only staff who have received this training should administer such medications.
- Our Lady & St Philip Neri has several appointed First Aiders. Training is reviewed regularly and updated every three years.

- All staff have Epi-pen anaphylaxis training annually.

Emergency Procedures

- Individual healthcare plans clearly define what constitutes an emergency and explain what to do, including ensuring that all staff are aware of emergency symptoms and procedures.
- If a child needs to be taken to hospital, a member of staff should stay with the child until the parents arrives, or accompany a child taken to hospital by ambulance.

Record Keeping

- Completed forms should be kept in the First Aid medical folder and referred to when administering medication.
- Requests for updated medical conditions, are distributed to parents at the beginning of each school year. These are collated by the SENCO and registered and recorded in each class medical folder and in the first aid room folder. All staff have access to this information and actions to take in an emergency.
- Children with allergies have their photographs and details displayed in the school office, staff room, and catering manager's office to ensure that food products are safe for children.
- Individual healthcare plans are reviewed annually

Educational Visits

- This school actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose.

- Prior to an overnight school trip, parents must complete an up-to-date medical questionnaire about pupil's current general health and medication. Prescribed medication will be administered, providing parents have completed the administering medicine form.
- Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

Medical Conditions

Asthma

- This school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life. Parents have a duty to inform staff if their child is asthmatic. Preventative inhalers should be provided and labeled with the pupil and class name. These should be kept in an assigned container within the teacher's cupboard and accompany the child if they are educated outside the school premises.
- Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.
- Parents should be notified when a child has used an inhaler excessively or more regularly than usual.

Head Injuries

- Pupils who sustain a head injury **MUST** be reviewed by a First Aider in school. If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their child personally. Where there are no residual effects, the pupil can remain in school whilst being observed. A head injury advice sheet must be completed and sent home with the routine accident record slip.

Epilepsy, Anaphylaxis and Diabetes

- Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are

aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will usually be compiled, detailing the course of action to be taken.

Signed (Headteacher)

Signed (Chair of Governors)