

St Thomas of Canterbury Catholic Primary School

'To Love and To Serve'



Medical Policy

Review Date: November 2020

Reviewed Annually

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL



To Love and To Serve

MEDICAL POLICY

Supporting pupils in schools with medical conditions

St Thomas of Canterbury Catholic Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions 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 well-being.
- The school ensures 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.
- We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- We understand the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

Policy framework

1. St Thomas of Canterbury Catholic Primary School is an inclusive community that aims to support and welcome pupils with medical conditions

- ❖ It is our responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- ❖ We aim to provide all children with all medical conditions 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 well-being
- ❖ Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- ❖ This school aims to include all pupils with medical conditions in all school activities.
- ❖ Parents* of pupils with medical conditions feel secure in the care their children receive at this school.
- ❖ The school ensures 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.
- ❖ We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- ❖ All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- ❖ The medical conditions policy is understood and supported by the whole school and local health community.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

2. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

❖ We consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- head teacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other school staff
- local emergency healthcare staff (such as accident & emergency staff and paramedics)
- local healthcare professionals
- the school employer
- school governors.

The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

❖ All key stakeholders were consulted in two phases:

- initial consultation during development of the policy
- comments on a draft policy before publication.

❖ We recognise the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

- ❖ Pupils are informed and regularly reminded about the medical conditions policy:
 - through the school's pupil representative body
 - through the information/contact update at the beginning of each school year.
 - in personal, social and health education (PSHE) classes
- ❖ Parents are informed and regularly reminded about the medical conditions policy:
 - at the start of the school year when communication is sent out about Healthcare Plans
 - when their child is enrolled as a new pupil
 - via the school's website, where it is available all year round
- ❖ School staff are informed and regularly reminded about the medical conditions policy:
 - at scheduled medical conditions training
 - through the posters of key medical conditions and actions being displayed in several prominent staff areas at this school
 - all supply and temporary staff are informed of the policy and their responsibilities.
- ❖ Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:
 - via primary care trust (PCT) links and the school/community nurse
- ❖ All other external stakeholders are informed and reminded about the school's medical conditions policy:
 - by letter accompanied with a printed copy of the policy summary at the start of the school year
 - through communication about results of the monitoring and evaluation of the policy.

4. All staff have access to training in what to do in an emergency for the most common serious medical conditions at this school

- ❖ Staff are aware of the most common serious medical conditions at this school.
- ❖ Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- ❖ Staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

- ❖ Training is refreshed for staff to have access at least once a year.
- ❖ Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.
- ❖ We use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- ❖ This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- ❖ This school has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

* Emergency procedure posters for anaphylaxis, asthma, diabetes and epilepsy – see Appendix 2

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

- ❖ All staff know what action to take in the event of a medical emergency. This includes:
 - how to contact emergency services and what information to give to contact within the school. (scripts by phone)
- ❖ Training is refreshed for all staff at least once a year.
- ❖ Action to take in a general medical emergency is displayed in prominent locations for staff.
- ❖ If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- ❖ Staff should not take pupils to hospital in their own car.

6. The school has clear guidance on the administration of medication at school

Administration – emergency medication

- ❖ All pupils at this school with medical conditions have **easy access to their emergency medication**.
- ❖ Pupils' medicine is kept in the school main office, is clearly labeled with clear instructions for administration. Pupils are aware of how to access their medications.

- ❖ Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- ❖ All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- ❖ This school understands the importance of medication being taken as prescribed.
- ❖ All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- ❖ There are several members of staff at this school who have been specifically contracted to administer medication.
- ❖ Two members of staff to check that the medication is assigned to the correct child before administration of said medicine and to sign and date the Record of Medicine Administered in School book.
- ❖ Training is given to staff members who agree to administer medication to pupils, where specific training is needed. Staff will be covered under the local authority indemnity insurance.
- ❖ All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- ❖ In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- ❖ Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- ❖ If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- ❖ All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- ❖ If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- ❖ If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

7. This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- ❖ Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

Safe storage – non-emergency medication

- ❖ All non-emergency medication is kept in a secure place, in a cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- ❖ Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- ❖ There is an identified member of staff who ensures the correct storage of medication at school.
- ❖ All controlled drugs are kept in a secure cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- ❖ Monthly the identified member of staff checks the expiry dates for all medication stored at school.
- ❖ The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.
- ❖ All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- ❖ Medication is stored in accordance with instructions, paying particular note to temperature.
- ❖ Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- ❖ It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- ❖ Parents at this school are asked to collect out-of-date medication.
- ❖ If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

- ❖ A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

8. This school has clear guidance about record keeping

Enrolment forms

- ❖ Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Drawing up Healthcare Plans

- ❖ This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
See Appendix 1 – Healthcare plan template
- ❖ A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:
 - at the start of the school year
 - at enrolment
 - when a diagnosis is first communicated to the school.
- ❖ If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
See Appendix 1 – Letter inviting parents to contribute to Individual Healthcare Plan
See Appendix 1 – Parental agreement for setting to administer medicine
- ❖ The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- ❖ This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

- ❖ Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.
- ❖ The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- ❖ Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- ❖ Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- ❖ Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- ❖ Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- ❖ Healthcare Plans are kept in a secure central location at school.
- ❖ Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- ❖ All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- ❖ When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- ❖ We ensure that all staff protect pupil confidentiality.
- ❖ We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- ❖ We seek permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school

- that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
 - ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
 - remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- ❖ If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.
- ❖ Parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- ❖ If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.
- ❖ Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan.

Residential visits

- ❖ Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours. See Appendix 1 –form 5 Residential visits and out of school activities
- ❖ All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- ❖ Parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- ❖ The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.
See Appendix 1 – form 5 - Residential visits and out of school activities

Other record keeping

- ❖ We keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. See Appendix 1 Parental agreement for setting to administer medicine and Record of medicine administered to an individual child
- ❖ We hold training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- ❖ All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training. See Appendix 3 – Staff training record – administration of medicines
- ❖ We keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

9. This 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

Physical environment

- ❖ The school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- ❖ Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- ❖ The school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- ❖ We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- ❖ We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- ❖ All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

- ❖ Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- ❖ The school understands the importance of all pupils taking part in sports, games and activities.
- ❖ The school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- ❖ All classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- ❖ Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- ❖ All PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- ❖ The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- ❖ The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- ❖ We ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- ❖ If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- ❖ Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- ❖ The school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum when appropriate e.g. epilepsy.
- ❖ Pupils at this school learn about what to do in the event of a medical emergency. (Dial 999....)

Residential visits

- ❖ Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- ❖ The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- ❖ Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

10. This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

- ❖ The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- ❖ School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- ❖ The school has a list of common triggers for the common medical conditions at this school. Staff are briefed on how to look for these common triggers.
- ❖ Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- ❖ The school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- ❖ Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- ❖ The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

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

- ❖ The school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- ❖ The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors

The Governing body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent

- local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity
- if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinator

Special educational needs coordinator has the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral support/welfare officers

The pastoral support/welfare officer at this school has the responsibility to:

- help update the school's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- understand and provide input in to the school's medical conditions policy.

Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents*

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

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

- ❖ The school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- ❖ New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- ❖ In evaluating the policy, the school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
 - pupils
 - parents
 - school nurse and/or school healthcare professionals
 - headteacher
 - teachers
 - special education needs coordinator
 - pastoral support/welfare officer
 - first aider
 - all other school staff
 - local emergency care service staff (including
 - accident & emergency and ambulance staff)
 - local health professionals
 - the school employer
 - school governors.
- ❖ The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feel confident in the processes.

"Unacceptable practice":

- 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;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;

- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
 - 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; or
 - 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. “
- Supporting Pupils at School with Medical Conditions 2014

Complaints

At St Thomas of Canterbury Primary school, we try our best to develop positive relationships with parents. We are open and honest with you and hope that you are able to do the same with us. If you have any concerns, please meet with your child's class teacher, or the Special Educational Needs Coordinator or head teacher and we will do our best to resolve such issues. We have a complaints procedure that is followed when complaints are made. This is available on the school website.

St Thomas of Canterbury Catholic Primary School



Appendix 1/Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 1/Parental agreement for setting to administer medicine



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Child's Photograph

--

Date for review to be initiated by

--

Name of school/setting

--

Name of child

--

Date of birth

--

Class Teacher's name

--

Group/class/form

--

Medicine

Name/type of medicine
(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Two members of staff to check that the medication is assigned to the correct child.

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parents:

Signature(s) _____

Date _____

School:

Signature(s) _____

Date _____