

# St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



## Policy for Supporting Pupils with Medical Conditions

Our ethos is one that nurtures education through recognition and celebration of all children's experiences and achievements, whatever the context. Each child is unique and made in the likeness of God. Every child should succeed at their own level and be praised for this success

**Subject Leader: W D'Arcy**

**Link Governor:**

**Approved by: Learning and Standards Committee**

**Approved on: Autumn 2018**

**Review Date: Autumn 2021**

**Other relevant policies:** First aid policy, Child protection policy, Health and safety, complaints, special educational needs

## **1. Aims**

Children with medical needs have the same rights of admission to St Joseph's Catholic Primary School as other children. Most children have short-term medical needs at some time. However some children have longer-term medical needs that may impact at school and some may require medicines on a long-term basis or in response to a particular circumstance.

This policy aims to ensure that:

- Pupils, staff, parents and carers understand how St Joseph's Catholic Primary School will support pupils with medical conditions
- Pupils with medical conditions are properly supported, to allow them to access the same education as other pupils, including school trips and sporting activities

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions, as well as part 3 of the Children and Families Act 2014, which requires schools to provide for those with special educational needs.

The policy gives due consideration to children who may be considered disabled under the definition used in the Equality Act 2010

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions (December 2015) available from <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> .

## **3. Roles and responsibilities**

### **3.1 The Governing body**

The governing body recognizes that it has ultimate responsibility to make arrangements to support pupils with medical conditions. They will:

- Ensure that arrangements are in place and implemented to support the individual needs of pupils with medical conditions, so that they can enjoy the same opportunities as any other child and as far as their condition allows
- Ensure that the head teacher and senior managers consult with health and social care professionals, pupils and parents to ensure that the needs of

children with medical conditions are properly understood and effectively supported

- Ensure that children with medical conditions are not refused admission to St Joseph's Catholic Primary School because arrangements to support their medical needs have not been made.
- Ensure that policies and procedures are in place, effectively implemented and regularly reviewed
- Ensure that sufficient staff have received required training and are competent to support pupils who have a medical conditions
- Ensure that sufficient and appropriate insurance is in place that reflects the level of risk

### **3.2 The head teacher**

The head teacher has overall responsibility for implementing this policy and ensuring that detailed procedures are in place. They will:

- Make sure all staff, parents and carers are aware of this policy and understand their role in its implementation
- Take overall responsibility for the development of Individual Healthcare Plans (IHPS) and ensure these are reviewed at least annually
- Ensure that there are sufficient number of properly trained staff available to meet the care outlined in all IHPS, including in contingency and emergency situations
- Ensure that all relevant staff are made aware of a pupil's medical condition
- Ensure appropriate support is in place for staff
- Make sure that school staff aware that they are insured to support pupils with medical needs
- Contact the school nursing service in the case of any pupil 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
- Accept advice and support from other healthcare professionals as appropriate
- Liaise with the school nurse and other relevant health and social care staff if there are concerns that the parent's or carer's expectations are unrealistic
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up-to-date
- Ensure that reasonable adjustments are made to enable pupils with medical conditions to participate fully and safely on school trips, visits and sporting activities

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

- ✓ Staff who volunteer to support pupils with medical needs will accept appropriate information and training
- ✓ Staff will not give prescription medications or undertake healthcare procedures without appropriate training
- ✓ Staff will take into account the needs of pupils with medical conditions that they teach
- ✓ Staff will make sure they know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

### **3.4 Parents/Carers**

Parents/carers will:

- ✓ Will notify the school promptly of their child's medical needs/condition and of any change to these
- ✓ Provide the school with sufficient and up-to-date information about their child's medical needs
- ✓ Be involved in the development and review of their child's IHP
- ✓ Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- ✓ Ensure that they, or a nominated adult, are contactable at all times, including keeping their contact details up-to-date

### **3.5 Pupils**

Pupils will:

- ✓ Provide information on how their medical condition affects them, as far as they are able
- ✓ Be as involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs, as is appropriate with due regard to their condition, age and development
- ✓ Comply with their IHPs
- ✓ Be sensitive to the needs of those pupils who have medical conditions

### **3.6 School nurses**

The school nurse will:

- ✓ Notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be done before the pupil starts school, wherever possible
- ✓ Provide advice and liaison, particularly in relation to training of staff
- ✓ Act as a resource for school
- ✓ Liaise as required with parents, carers and other healthcare professionals

### **3.7 Other healthcare professionals**

Other healthcare professionals will:

- Notify the school nurse when a child is identified as having a medical condition that requires support at school
- May provide advice on individual care plans
- May provide support in school for children with particular health conditions
- May provide training to school staff as appropriate

### **3.8 Local authorities**

The local authority is the commissioner of the school nursing service and has a duty to promote co-operation between relevant partners to improve the wellbeing of children. They:

- Must make joint commissioning arrangements with clinical commissioning groups for the education, health and care provision for children with SEN or disabilities
- Should provide advice, support and guidance, including suitable training for school staff to ensure support specified in IHPs can be delivered effectively
- Should work with St Joseph's Catholic Primary School to support pupils with medical conditions to attend fulltime
- Should be ready to make arrangements if a pupil has to be away from school for more than 15 days in a school year because of health needs

### **3.9 Clinical commissioning groups (CCGs)**

CCGs have responsibility for commissioning clinical support in schools for children who require this, where it falls outside the remit of the local authority commissioned school nurses.

## **4. Equal Opportunities**

St Joseph's Catholic Primary School is committed to providing active support to pupils with medical conditions, to allow them to participate as fully in school life, including school trips and sporting events, as possible. The school will make reasonable adjustments to facilitate this.

Risk assessments will be undertaken, so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Pupils, parents and any relevant healthcare professionals will be consulted as part of this.

## **5. Individual healthcare plans (IHPs)**

### **5.1 Being notified a child has a medical condition**

When a pupil is identified as having a medical condition that may or will result in the need for additional support at school, the head teacher will co-ordinate a meeting between the parents/carers, relevant members of school staff, the child (where appropriate) and health care professionals as needed. This is to ensure that school

has all the necessary information to meet the child's medical needs and to establish whether an IHP and training are required.

St Joseph's Catholic Primary School will make every effort to ensure arrangements are in place to meet the medical needs of any pupil within two weeks, or by the beginning of the relevant term for children moving into the school.

## **5.2 Developing individual healthcare plans**

Plans will be developed with the pupil's best interests in mind and will set out:

- ✓ What needs to be done
- ✓ When
- ✓ By whom

Not all pupils with a medical condition will need an IHP. It will normally be agreed with the parents/carers when an IHP would be required. This will be based on evidence and advice, where appropriate from a health care professional. If there is no consensus, the head teacher will make the final decision.

IHPs will be written in partnership with the school and parents or carers. Relevant healthcare professionals, such as the school nurse, specialist nurses or paediatrician, who can best advise on the pupil's specific needs may be consulted. The pupil will be involved wherever appropriate. The IHP will be reviewed if the pupil's condition changes or at least annually. It will be developed with the pupil's best interests in mind and aim to reduce the risks to the pupil's education, health and social wellbeing.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered when deciding what information to record on IHPs:

- ✓ The medical condition, its triggers, signs, symptoms and treatments
- ✓ The pupil's resulting needs, including:
  - Medication (dose, side effects and storage) and other treatments
  - Facilities and equipment,
  - Access to food and drink where this is used to manage their condition, dietary requirements
  - Environmental issues, e.g. crowded corridors, travel time between lessons
- ✓ Specific support for the pupil's educational, social and emotional needs.
- ✓ The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- ✓ Who will provide this support, including:
  - Their training needs;
  - Expectations of their role;
  - Confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, if required;

- Cover arrangements for when they are unavailable.
- ✓ Who in the school needs to be aware of the pupil'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 by the pupil during school hours (see section on managing medication below)
- ✓ Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- ✓ Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- ✓ What to do in an emergency, including who to contact, and contingency arrangements

## **6. Managing Medicines**

### **6.1 Administration of medicines**

Medicines will only be administered at school:

- ✓ When it would be detrimental to the pupil's health or school attendance not to do so and
- ✓ Where parents/carers have provided written consent

The school will normally only administer medication that has been prescribed by a health care professional. The school will only accept medication that is:

- ✓ In date
- ✓ Provided in the original container, as dispensed by the pharmacist labelled with:
  - The pupil's name
  - Instructions for administration, dosage and storage
- ✓ Insulin inside an insulin pen or pump rather than in its original container will be accepted, but must be in date

Prior to the administration of 'as required' medicines, the maximum dosages and when the previous dose was taken will be confirmed. Parents will be informed of the administration of 'as required' medicines, normally at the end of the school day.

If a pupil refuses to take prescribed medications or allow a required medical procedure, then the parents/carers will be contacted to discuss options.

### **6.2 Storage of medicines**

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times, and will be allowed to access them immediately, including on school trips. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers when no longer required or when the date has expired.

### **6.3 Controlled drugs**

Medicines that are prescribed and controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments are known as controlled drugs.

Any controlled drug prescribed to a pupil will be kept in a secure cupboard in the school office and only named staff will have access to it. Controlled drugs will be administered to the pupil for whom they are prescribed as required and as outlined above. However, a record of any doses administered and the amount held in school will be kept

### **6.4. Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for their own medicines and procedures. This will be discussed with their parents and carers and reflected in their IHP.

Pupils will be allowed to carry their own medicines and devices wherever possible. It is recognised that pupils who can self manage may still require some supervision. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse. However, they will follow the procedure outlined in the IHP and will inform parents/carers, so that an alternative option can be considered.

### **6.5 Emergency Salbutamol Inhalers**

St Joseph's Catholic Primary School has a salbutamol inhaler kit stored in every classroom, for use in an emergency. This kit contains:

- ✓ A salbutamol metered dose inhaler
- ✓ Two compatible plastic spacers
- ✓ Guidance on how to recognise an asthma attack and what to do in the event of an asthma attack can be taken directly from guidance on the use of emergency salbutamol inhalers at school
- ✓ Instructions on use and cleaning of the inhaler and spacer
- ✓ Manufacturer's information
- ✓ A checklist of inhalers, including batch number and expiry date and record of monthly checks
- ✓ Details of arrangements for replacing the inhaler and spacers
- ✓ A list of children permitted to use the emergency inhaler as detailed in their IHP
- ✓ A record of use of the inhaler

The emergency salbutamol inhalers are only for use by:

- ✓ Children with asthma
- ✓ Whose parents or carers have given written consent (see appendix 1)
- ✓ Where the pupil's own inhaler and spare is broken, empty, or otherwise unavailable



If the emergency inhaler is used, parents or carers will be notified using the letter at appendix 2 and a record will be kept in school. The spacer used will be given to the child to take home and replaced. The inhaler will be cleaned

At St Joseph's Catholic Primary School there are two members of staff who have responsibility for ensuring that:

- Inhalers and spacers are checked monthly as present and working and the inhaler contains sufficient doses
- That replacement inhalers are obtained prior to expiry dates being reached
- Replacement spacers are available
- That the plastic inhaler housing has been cleaned, dried and returned following use
- That out of date and empty inhalers are returned to the pharmacy

## **7. Day trips, residential visits and sporting activities**

St Joseph's Catholic Primary School will actively support pupils with medical conditions to participate in all activities, including school trips, visits and sporting events. School will:

- Be aware of how a pupil's medical condition will impact their participation and try to ensure sufficient flexibility and reasonable adjustment so that all pupils can participate according to their own abilities, unless evidence from a clinician states this is not possible
- Undertake risk assessments so planning for school trips can take account of any reasonable adjustments required for pupils with medical needs. Parents or carers, pupils and relevant health care professionals will be consulted as appropriate.

## **7 Unacceptable practice**

St Joseph's Catholic Primary School staff will use their discretion and judge each case individually with reference to the pupil's IHP, but accept that generally it is not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication
- Refuse to administer medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils 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, or make parents/carers feel obliged, to attend school to administer medication or provide medical support to their pupil, including those with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **8. Emergency procedures**

Each pupil's IHP will have a section that clearly sets out what constitutes an emergency for him or her and how to respond. If a pupil does not have an IHP, procedures as set out in St Joseph's Catholic Primary School policy for first aid will be followed.

If a pupil has to be taken to hospital, a member of staff will stay with the pupil until the parent/carer arrives, or will accompany the pupil to hospital by ambulance

## **9 Training**

Staff responsible for supporting pupils with medical needs will be provided with suitable and sufficient training to ensure they are competent to meet those pupils' individual needs.

Required training will be identified during the development of the IHP. Staff who are going to be providing support to a pupil with medical needs will normally be included in meetings where this will be discussed.

The relevant healthcare professional will take the lead identifying the type and level of training required by staff. This will be agreed by the head teacher and arranged in a timely manner. Parents/carers will be asked for their views and to provide specific advice; they will not be the sole trainer. The relevant healthcare professional will normally deliver the training and confirm the proficiency of staff in any medical procedure or administration of medication required. Training will be kept up-to-date.

Training will:

- Be sufficient to ensure staff are competent and confident in their ability to support the pupil
- Fulfill the requirements of the IHP
- Help staff understand the specific medical condition and interventions, including their implications and preventative measures

All staff at St Joseph's Catholic Primary school will be given basic training, so that they are aware of this policy and understand their role in its implementation, including preventative measures, recognising and responding to emergency situations and administration of emergency salbutamol inhalers.

## **10. Record keeping**

Records will be kept of all medicine administered to pupils, including emergency salbutamol. Parents/carers will be informed when an as required medicine is given to their child, when the child is collected from school.

IHPs will be kept in the school office so that they are readily accessible at all times. They will be retained for 3 years.

## **11. Liability and indemnity**

The governing body of St Joseph's Catholic primary school is insured to cover staff providing support to pupils with medical conditions, including administration of medicines.

## **12. Complaints**

Parents or carers who have complaints with respect to the way in which their child is being supported with a medical condition should discuss this/these with the head teacher initially. If the head teacher is unable to resolve the matter, they will direct the parent/carer to the school's complaints procedure.

### **Related Guidance and Documents**

Supporting pupils at school with medical conditions (Department for Education Dec 2015) <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Guidance on the use of emergency salbutamol inhalers in schools (Department of Health and Social Care, March 2015) available from <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

**Appendix 1**

**CONSENT FORM:  
USE OF EMERGENCY SALBUTAMOL INHALER at**

**St Joseph's Catholic Primary School**



**Child showing symptoms of asthma / having asthma attack**

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day and the school also holds a spare inhaler prescribed for my child.
3. In the event of my child displaying symptoms of asthma, and if their inhaler and spare inhaler are not available or are unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: ..... Date:

.....

Name  
(print).....

Child's name: .....

Class: .....

Parent's address and contact details:  
.....  
.....  
.....

Telephone .....

E-mail: .....

**We will retain this information for the duration of your child's education at St Joseph's. It will be shared only with the appropriate staff and otherwise kept confidential. We need to capture it to record your permission to support your child. IF YOU DO NOT WISH FOR US TO USE THIS DATA IN THIS WAY, PLEASE DO NOT COMPLETE AND SIGN THIS PAPERWORK. By completing it and signing it you give us permission to use it for this purpose.**

**Appendix 2**

**LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE**

Child's name:

.....

Class: ..... Date: .....

Dear.....,

This letter is to formally notify you that.....has had problems with his / her breathing today at ..... o'clock.

This happened when they were

.....

..... (description of what student was doing at the time and where he/she was)

A member of staff helped them to use an asthma inhaler. The inhaler used was (please tick box that applies)

Pupil's own prescribed inhaler

Pupil's own prescribed spare inhaler

School's emergency inhaler

Number of puffs given.....

Additional information (if emergency inhaler was used please give reason why the pupil's own or spare inhaler was not accessible).

Although they soon felt better, we would strongly advise that you have your son / daughter seen by thier own doctor as soon as possible.

Yours sincerely,