

# St Clare's Catholic Primary School



## Supporting Children at School with Medical Conditions Policy

*"I have come that they may have life and have it to  
the full"*

(John 10:10)

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The  
Catholic Schools Partnership



A Teaching School Alliance  
of Bradford & Keighley

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## 1. Introduction

St Clare's Catholic Primary School adheres to their duty under Section 100 of the Children and Families' Act 2014 which places duty on schools to make arrangements to support pupils at their school with medical conditions to have the same right of admission as other students and to ensure, in terms of both physical and mental health, they 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.

This policy has been written in line with the 'Supporting Pupils at School with Medical Conditions guidance' issued by the Department for Education (DfE), December 2015, Statutory Framework for Early Years Foundation Stage and Equality Act 2010 (as amended).

## 2. Principles

- All pupils with short- or long-term medical conditions are properly supported, are safe and have the same full access to education, including school trips and physical education, as other children
- Ensure staff have adequate and appropriate training in order to support children with medical needs
- Listen to and value the views of parents and children in order to build confidence in the medical support provided by the school
- Work with and consult health and social care professionals, including support with Education, Health and Care (EHC) plans
- Be fully compliant with the Equality Act 2010 and its duties
- Manage medicines within school in accordance with government and local advice
- Keep, maintain and monitor records in line with statutory guidance

## 3. Definition of the term medical condition used in this context

A medical condition that is long term with acute episodes, requires on-going support and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the governing body will comply with their duties under that Act. 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 policy should be read in conjunction with the Special Education Needs and Disability (SEND) code of practice.

### Key personnel

The person with overall responsibility to implement this policy and the development of individual healthcare plans is the headteacher.

The headteacher is Carmel Utting. The deputy named person(s) are Janet Bell and Lauren Wainwright.

## 4. Responsibilities

### The Governing body will:

- Ensure arrangements are in place to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions is developed and maintained.
- Ensure the focus is on the best interest of the child and the needs of each individual child and how their medical condition impacts on their school life
- Ensure sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions
- Ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff
- Ensure pupils with medical conditions have the same rights of admission as other children
- Have arrangements in place to meet their statutory responsibilities and ensure policies, plans, procedures and systems are properly and effectively implemented
- Have a named person who has overall responsibility for policy implementation and ensure someone is always available and can deliver against individual healthcare plans in all situations
- Ensure this policy is accessible to parents and school staff

- Review this policy at least annually as part of their wider safeguarding duties
- Oversee the school's management of medicines to ensure that health & safety standards are met and that parents have confidence in the school's ability to support their child's medical needs
- Ensure that appropriate arrangements are made to include students with medical conditions on off-site activities
- Ensure that parents or carers are aware of the school's Complaints policy
- Keep written records of any and all medicines administered to pupils whilst at school or on school visits and trips
- Ensure the level of insurance in place reflects the level of risk

**The headteacher will:**

- Ensure this policy is developed and effectively implemented with governors, school staff and partners
- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure all staff who need to know are aware of a child's condition
- Ensure sufficient trained numbers of staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Take overall responsibility for the development of individual healthcare plans
- Ensure staff are appropriately insured and that they are aware that they are insured to support pupils in this way
- Make arrangements through the named person to manage the following;
  - prescription medicines in school
  - prescription medicines on trips and outings, including school transport
  - accurate record keeping when holding medicines
  - the safe storage of medicines
  - procedures for access to medicines during emergency situations
  - adhering to risk management procedures involving medicines
- That risk assessments CPOMS and arrangements for off-site visits are checked
- 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

**The named person will:**

- Ensure staff work in partnership with parents or carers to ensure the well-being of child and young people
- Ensure that interruption to school attendance for medical reasons will be kept to a minimum
- Ensure staff who have volunteered to administer medicines will receive the appropriate training
- Adhere to individual healthcare plans
- Ensure all cultural and religious views, made known to the school in writing, will be respected

**School staff will:**

- Understand they may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support a child with medical conditions
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

**School nurses will:**

- Notify the school when a child has been identified as having a medical condition which requires school support, ideally before the child starts at the school
- Support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example training, if required
- Be a valuable resource for school staff seeking advice and support in relation to children with a medical condition

### **We ask our parents to:**

- Provide the school with sufficient and up-to-date information about their child's medical needs using a standard form and be involved in the arrangements to develop and review their child's individual healthcare plan
- Deliver any medicine, which cannot be administered outside the school day, to the school in its original container(s) ensuring that the medicine is not out of date and that it has previously been stored correctly
- Clearly mark all medicines with the following information;
  - the child's name on the medicine
  - when the medicine should be given;
  - the prescribed dose and pharmacist's instruction, e.g., after meals
- Notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to individual healthcare plans or previous agreement
- Informed the school about other issues or symptoms their child may have experienced overnight or before school; this is particularly important for asthma conditions
- Ensure they or another nominated adult are contactable at all times

It must be remembered that the prime responsibility for a child's health rests with parents or carers.

If after discussion with parents or carers, children who are deemed competent are;

- Encouraged to take responsibility for managing their own health needs and medicines but we continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes. When this occurs parents should request permission from the headteacher in writing and provide relevant details about the type and dosage of the medicine
- Recommended that only one dose be brought to school at any one time in order to reduce potential risk of medicines being abused
- Encouraged to carry their own 'over the counter medicines' (non-prescribed medicines) for their own use or self-administer prescribed medicines that are appropriate to carry
- Asked to adhere to the procedures in their individual healthcare plan

### **5. Individual healthcare plans**

Individual healthcare plans will be developed in partnership with parents, pupils and healthcare professionals. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an individual healthcare plan. In some cases, the agreement request to hold medicines will be sufficient to cover short term conditions and treatment. St Clare's Catholic Primary School will use standard templates to capture relevant information that will enable an appropriate plan to be structured. The Templates cover a range of issues for which governors have responsibility. The individual healthcare plans will be tailored to meet the child's best interest and the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the named person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g. changes in medication). Individual healthcare plans will include details on emergency arrangements and these will be shared with all relevant staff, first aiders and school office staff, where necessary. Where pupils have been issued with an EHC plan by the local authority, any individual healthcare plan will be linked to, or become part of that EHC.

### **6. Staff training and support**

Most medicines to be administered will not require staff to be professionally trained; however, the school will ensure that staff are supported in carrying out their role to support pupils with medical conditions. Those supervising the administering of medicines will be trained to a level of competence and understand the requirement for accurate and timely record keeping. Staff who maintain these records are trained to know what action to take, (such as referring to the Designated Safeguarding Lead) if they have a concern around the welfare of an individual pupil. If an individual healthcare plan is applied to particular children / young people, additional training will be given by a nominated healthcare professional, e.g., use of a nebuliser, using adrenaline pens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a healthcare professional. A record of Training Forms will be completed, maintained and held securely.

## **7. Managing medicines on school premises and on off-site activities**

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and when written parental consent has been received – unless in exceptional circumstances.

### **St Clare's Catholic Primary School will:**

- Ensure all medicines are stored safely, except asthma inhalers, blood glucose testing meters and adrenaline pens which will be readily available and not locked away. Prescribed controlled drugs will be stored securely in a non-portable container and only accessible to named staff
- Never give medicine containing aspirin unless prescribed by a doctor
- Never administrate medication for pain relief without first checking maximum dosages and when the previous dosage was taken. We will always inform the parents if medication has been administrated
- Not accept prescribed medicines which are not in-date, labelled provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin which must be in-date and is usually available to the school inside an insulin pen or a pump rather than an original container
- Notify all children where their medication is stored and the names of those staff who hold a key to the storage facility
- Ensure staff do not give prescription medicines or undertake healthcare procedures without appropriate training which will be updated to reflect individual healthcare plans
- Take advice from healthcare professionals on training that will help ensure that all medical conditions affecting pupils in the school are fully understood
- Keep and maintain accurate and timely records of administration of medicines as far as possible – this will not include self-administering of over the counter medicines for those pupils deemed competent and for whom parents have requested permission using the appropriate template
- Ensure cover is always available for the administering of medicines in the event of the named person's absence
- When no longer required, medicines will be returned to the parent for safe disposal
- Sharp boxes will always be used for the disposal of needles and other sharp objects

## **8. Record keeping**

In order to protect staff and children and to provide evidence that agreed procedures have been followed, written records will be kept for all medicines administered to our pupils. Parents will be informed if their child has been unwell at school.

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

The school will actively support pupils with medical conditions to participate in school trips, residential visits and sporting activities by providing flexibility and reasonable adjustments in consultation with parents and pupils and advice from healthcare professionals as well as from the Health and Safety Executive (HSE) guidance on school trips.

All arrangements for medicines, including the storage, individual healthcare plans, and risk management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage and recording of the medicines when assessing any risks associated for the trip, particularly for those students with long term or complex health conditions. All plans and risk assessments will be discussed with parents or carers in preparation for the activity in advance of the departure day and agreed with the headteacher.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short- or long-term medical conditions before receiving approval to go ahead from the headteacher.

## **Emergency procedures**

The safety of our pupils is of paramount importance. For all pupils deemed to have 'complex' or 'serious' medical conditions we hold emergency contact details in the school office/on SIMs along with risk

assessment and action plans. All relevant staff are aware of individual emergency symptoms and procedures and other pupils know to contact a teacher immediately if they think help is needed. If a child needs to be taken to hospital, a designated member of staff will stay with the child until a parent or carer arrives or accompany the child in the ambulance.

### **11. Liability and indemnity**

We confirm that we have the appropriate level of insurance in place which appropriately reflects our level of risk and provides liability cover relating to administration of medication.

### **12. Complaints**

Should parents or pupils be dissatisfied with the support provided to them they should discuss their concerns directly with the headteacher who will take action in accordance with the Complaints Policy.

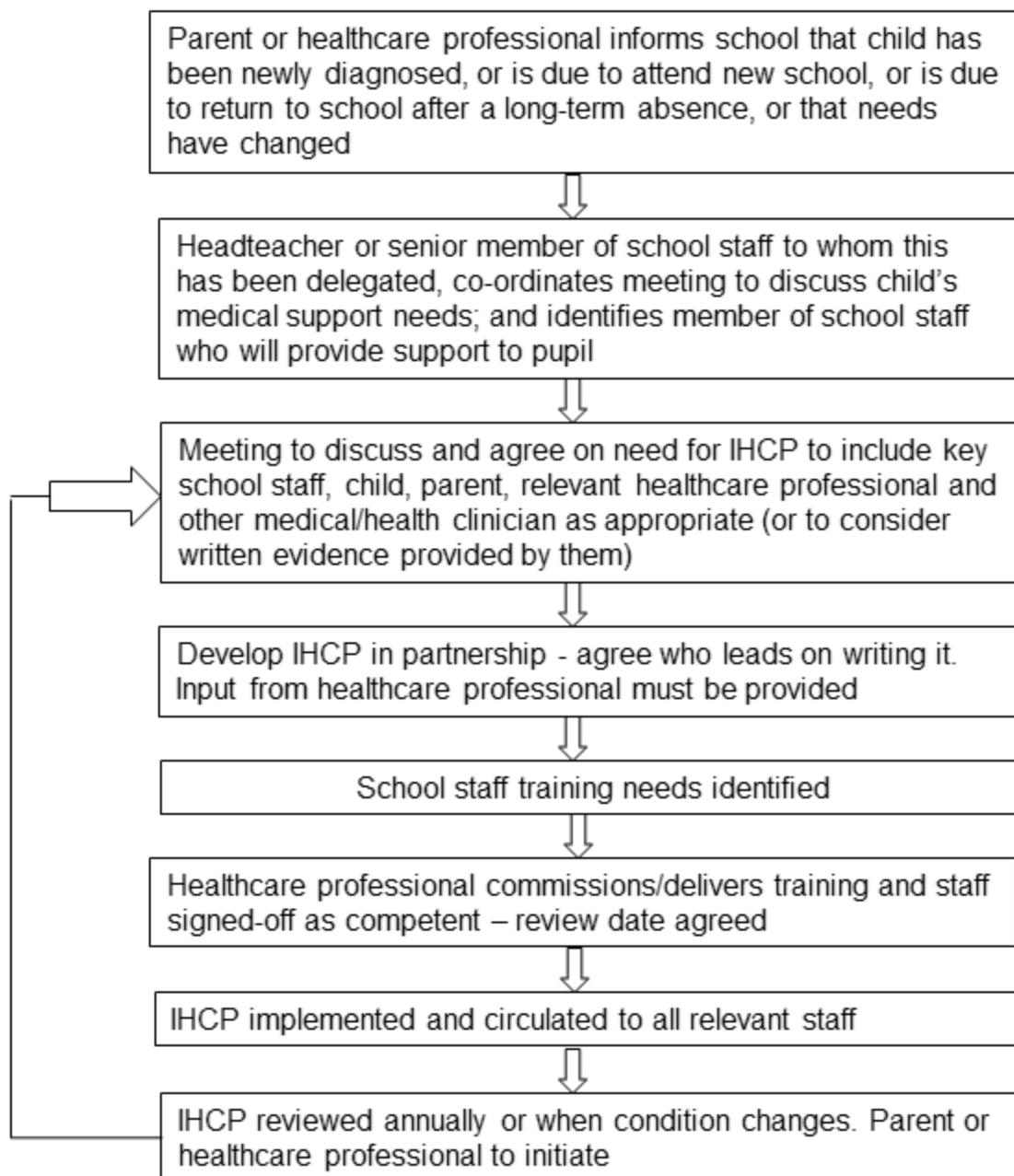
### **13. Best practice**

St Clare's Catholic Primary School aims to eliminate unacceptable situations by promoting best practice in supporting our pupils with medical conditions.

#### **In doing so we will:**

- Ensure pupils have access to their inhalers and medication they need in line with parents' request
- Manage each medical condition on an individual basis and develop a unique individual healthcare plan
- Listen to and value the views of parents and children in order to build confidence in the medical support provided by the school
- Properly support our pupils with medical conditions to ensure they have the same full access to education, including school trips and physical education, as other children
- Ensure pupils with medical conditions are supervised appropriately and not left alone when ill
- Facilitate opportunities to manage medical conditions with dignity
- Include all children in school on and off-site activities, meeting their medical needs in the best way possible

Annex A: Model process for developing individual healthcare plans



## Appendix 1

### St Clare's Catholic Primary School

#### SUPPORTING CHILDREN WITH MEDICAL NEEDS IN SCHOOL

##### The Administration of Medicines in School

The school will not give your child any medication unless you complete and sign this request form and the headteacher has confirmed that school staff have agreed to administer the medication and, where necessary have received appropriate training.

#### **DETAILS OF PUPIL**

<b>Surname</b>	
<b>Forenames(s)</b>	
<b>Address</b>	<b>M/F</b>
	<b>DATE OF BIRTH</b>
	<b>CLASS/FORM</b>
<b>Condition or illness</b>	
<b>Medication</b>	
<b>Name/type of medication (as described on container)</b>	
<b>For how long will your child take this medication?</b>	
<b>Date dispensed</b>	
<b>Full directions for use</b>	
<b>Dosage and amount (as per instructions on container)</b>	
<b>Method</b>	
<b>Timing</b>	
<b>Special storage instructions (explain if medicine should remain in school or return home daily)</b>	
<b>Special precautions</b>	
<b>Side effects</b>	
<b>Self administration</b>	

Actions to be taken if pupil refuses to take the medication		
Procedures to take in an emergency		
<b>CONTACT DETAILS</b>		
<b>Name</b>		
<b>Daytime Telephone No</b>		
<b>Relationship to pupil</b>		
<b>Address</b>		
<p>I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that this is a service which the school is not obliged to undertake.</p> <p>I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare.</p> <p>I confirm that the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.</p>		
Signature		Date
FULL NAME OF PARENT/CARER (IN CAPITALS)		
Signature		Date
FULL NAME OF PARENT/CARER (IN CAPITALS)		

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

## APPENDIX 2

### Record of Medicine

For parents/carers to complete for pupils who require several medications

Pupil's name: ..... Pupil's date of Birth: ..... Class: .....

I confirm that the combined medications listed below have been administered to my child without any adverse effect and that approval has been obtained from a medical practitioner for their combined administration.

Signed: ..... Relationship to child: ..... Date: .....

Date Information Supplied	Name of Medication	Type	Dose	When Given	Method of Administration	Start Date (as applicable)	End Date (as applicable)	Special Precautions	Side Effects	Emergency Procedures

Please add any other relevant information below (continue overleaf if necessary):

.....

.....

.....

.....

.....

**APPENDIX 3**

**St Clare's Catholic Primary School**

**Staff Training on how to Administer Medicines to Children**

Make sure the child's teacher is made aware that medicine needs to be administered and either send the child to the office or escort the child to the office at the allotted time.

Check the name of the child against the Details of Pupil Form which should be fully completed and signed by the parent. Ask the child to identify themselves by asking their name, birthday and class.

Check the medicine name and directions against the details on the above form.

Administer the medicine as per the directions on the form.

Use the proper measuring devices like a medicine cup, oral dropper, cylindrical dosing spoon or oral syringe to administer the drug. This should be provided by the parent with the medicine.

Do not leave a medicine unattended within the child's reach. When you prepare the medicine, never leave the bottle unattended.

Put the medicine back in the allotted cabinet.

Record the administration of the medicine in the correct record book, recording the date, name of child, time, name of medicine and the name of the person administering the medicine.

Make sure the child is sent back to class or escorted back if required.

Training given by the School Nurse and for children with specific medical requirements training given by specialist medical practitioners.

**Names of staff who attended**

NAME ..... SIGNED ..... DATE .....

**APPENDIX 4**

**St Clare's Catholic Primary School**

**Supporting Children with Medical Needs in School**

**THIS FORM HAS TO BE COMPLETED FOR EVERY CHILD**

**PART 1 Everyone to fill in**

**Child's Name** ..... **Year** .....

**My child has ASTHMA/MEDICAL NEEDS/ALLERGIES YES / NO**

(PLEASE CIRCLE AS REQUIRED)

If **NO** please **sign** and **return this form to school as soon as possible.**

**Parent/Carer's Name**..... **Date** .....

**Relationship to Child**..... **Signature** .....

If **YES** to **Asthma** please complete **PART 2 below.** If **YES** to **Allergies** please complete **PART 3.**

If **YES** to **Medical Needs** please complete **PART 4.**

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**PART 2 ASTHMA**

1. Triggers can be.....

2. I confirm that either (please circle correct option a, b or c)

- a. The asthma medication which has been prescribed by my child's doctor will be administered by me before and after the school day and the medication is not required to be given to my child during the day.
- b. My child is able to take responsibility for the self-administration of his/her asthma medication.
- c. My child is not able to self-administer the contents of the reliever inhaler whilst in school which has been prescribed by his/her doctor. I am writing to ask if staff of the school will assist my child when he/she requires to use the inhaler and medication. Details of the inhaler and medication are as follows:-

Name of inhaler/medication .....

Dosage..... Times .....

3. The medication will be delivered by me to the school and I will ensure that a spare asthma inhaler/spacer with my child's name and class is supplied to the school for use by my child. I understand that if my child does not have an inhaler in school on his/her designated swimming day that he/she will not be able to take part in the swimming lesson.

I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health.

Signed ..... Name of Parent/Carer.....

Date .....

**PART 3 ALLERGIES**

It is very important that school is aware of any allergies. Please list any allergies and action/treatment that your child may require. If your child requires medication in school please fill in **PART 5**

.....  
.....

**PART 4 MEDICAL NEEDS (eg eczema)**

Describe and give details of child's condition, symptoms, triggers, signs, treatments, equipment or devices, environmental issues etc.

.....  
.....

**PART 5 If your child requires medication to be taken during school hours then please state:**

Name of medication:	
Method of administration:	
Dose:	Time to be taken:
Side effects/contra-indications:	
Can medication be administered by self: Yes/No	
Action to be taken if child refuses medication:	
Procedures in an emergency:	
Storage of medication: Fridge/locked cupboard	

I understand that I must deliver the medication personally to the school office and I request that authorised staff administer the above medication to my child. I accept that his is a service which the school is not obliged to undertake.

I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health.

I confirm the medication has been prescribed by a doctor/consultant and that this information has been provided in consultation with my child's doctor/consultant.

Each item of medication must be delivered in its original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

Name of Parent/Carer (in Capitals).....

Signature ..... Date .....