



The Federation of Sacred Heart and St Mary's RC Primary Schools, Battersea

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

MARCH 2021

Statement of Intent

Sacred Heart and St Mary's RC Primary Schools, will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE guidance: 'Supporting pupils at school with medical conditions'.

Both schools are committed to ensuring that parents/ carers feel confident that we will provide effective support for their child's medical condition, and make the pupils feel safe whilst at school.

Legal framework

1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting pupils at school with medical conditions' 2015

2. Definitions

2.1. Sacred Heart and St Mary's RC Primary School defines "medication" as any prescribed or over the counter medicine.

2.2. Sacred Heart and St Mary's RC Primary School defines "prescription medication" as any drug or device prescribed by a doctor.

2.3. Sacred Heart and St Mary's RC Primary School defines a "staff member" as any member of staff employed at the school, including teachers.

2.4. For the purpose of this policy, "medication" will be used to describe all types of medicine.

3. Key Roles and Responsibilities

3.1. The Executive Headteacher and Associate Headteachers has overall responsibility for the implementation of the Administering Medication Policy and procedures of Sacred Heart and St Mary's RC Primary School.

The Board of Governors will ensure that:

- Arrangements are in place to support pupils with medical conditions.
- Pupils are enabled to access the fullest possible participation in all aspects of school life.
- All staff have received the appropriate level of training and are competent to support pupils.
- They receive annual updates as to the effective working of the policy.
- Ensure that they review this carefully and ensure implementation of any changes or recommendations arising from the review.

The Executive Headteacher will lead responsibility for the implementation and review of the policy and will ensure that:

- The school is inclusive and welcoming.
- The policy is in line with national guidance and expectations, is put into action and maintained.

- Liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc.)
- Ensure information help by the school is accurate and up to date and good communication and information sharing systems are in place.
- Ensure pupil confidentiality is respected.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all staff are aware of the policy, including supply teachers and new staff.
- Delegate tasks appropriately to named members of staff.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update it as and when necessary.
- Report back to governors and to all key stakeholders about the implementation of the medical conditions policy.

All staff at the school have a responsibility to:

- Be aware of and understand the school's medical conditions policy.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- 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 when necessary.
- 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.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this (e.g. that pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed, and are not forced to take part in an activity if they are unwell.)
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell.
- Use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions.

Specific Responsibilities of Key Staff

The SENCO for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them.

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

The SENCO will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.

School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate.

This may include:

- Informing the school of pupils in need of a health care plan.
- Initiating healthcare plans when relevant.
- Contributing to healthcare plans and their review.
- Ensuring parental consent is obtained and recorded.
- Help in providing regular training for school staff in managing the most common medical conditions at school.
- Advising on training on less common conditions, including providing information about where the school can access other specialist training.
- Collating relevant health information to support pupil, family and school to inform the healthcare plan.
- Supporting pupils and parents as appropriate.

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.

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.

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

- Tell the school if their child has a medical condition and provide written medical evidence to support the condition or diagnosis.
- 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 and class.
- 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.)

4. Training of Staff

4.1. Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.

4.2. Teachers and support staff will receive regular and ongoing training as part of their development.

4.3. The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.

4.4. All relevant staff will be made aware of a pupil's medical condition.

4.5. The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.

4.6. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

4.7. The Headteacher will provide staff members with opportunities and details of CPD.

4.8. Sacred Heart and St Mary's RC Primary School Primary School will provide awareness training so that all relevant staff are aware of the Administering Medication Policy and understand their role in implementing the policy.

5. Medication

5.1. Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A)

5.2. No pupil will be given medicines without written parental consent.

5.3. Under no circumstance will a pupil be given aspirin unless there is evidence that it has been prescribed by a doctor.

5.4. Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen or pump.

5.5. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.

5.6. When medicines are no longer required, they will be returned to the parents/carers of the pupil. Parents will be asked to complete a 'Parental Collections of Medications form' (Appendix B)

5.7. Needles and sharp objects will always be disposed of in a safe way, such as using 'sharp boxes'.

5.8. Medications will only be administered at school if it would be detrimental to the child not to do so.

5.9. Medications will be stored in each class first aid box.

5.10. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.

5.11. Any medications left over at the end of the school trip will be returned to the pupil's parent/carer.

5.12. Written records will be kept for any medication administered to pupils. At St Mary's this information will be stored in each class's medication file. At Sacred Heart this information will be stored in the school office.

5.13. Pupils will never be prevented from accessing their medication.

5.14. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

- Parents/carers will be consulted before a pupil is given approval to be responsible for their own medication.
- These arrangements will be reflected in their individual healthcare plan (IHCP).

5.15. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHCP and parents/carers will be informed so that alternative options can be considered.

5.16. Sacred Heart and St Mary's RC Primary School cannot be held responsible for side effects which occur when medication is taken correctly.

5.17. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.

As a school we have taken steps to ensure all staff are aware of children's allergies. We display photos and information for each child who has an allergy in both the staff room and the kitchen. Our catering company 'Edwards and Ward' write to parents and ask them to complete a form and register their special diet with them.

To register parents are asked to fill out the form and e-mail it back to specialdiets@edwardsandward.co.uk

There is an identified member of staff who ensures the overall correct storage of medication at school, all class teachers should support. The identified member of staff will check for expiry dates three times a year. Medication will not be stored at school over the summer holiday period.

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, and whenever required.

- Each class and medical area has a list of children with medical needs / allergies.
- Medical needs / allergy lists updated annually, or more often when required. E.g. new admissions.
- A photograph of children with severe allergies / medical needs is attached to the list and provided to the class teacher.
- Staff training on reducing and identifying triggers is regular and recorded.

6. Individual Healthcare Plans

6.1. For chronic or long-term conditions and disabilities, an Individual Health Care Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, special educational needs coordinator (SENCO) and medical professionals.

6.2. When deciding what information should be recorded on a IHCP, the school will consider the following:

- The medical condition, as well as its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, such as medication (the correct dosage and possible side effects), equipment and dietary requirements.
- The specific support needed for the pupil's educational, social and emotional needs.
- The level of support that is needed and whether the pupil will be able to take responsibility for their own health needs.
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role, which staff members need to be aware of the pupil's condition?
- Arrangements for receiving parental consent to administer medication.
- Separate arrangements which may be required for school trips and external activities.
- Which staff member can fulfil the role of being a designated, entrusted individual where confidentiality issues are raised?
- What to do in an emergency, including whom to contact and contingency arrangements?
- What is defined as an emergency, including the signs and symptoms that staff members should look out for?

6.3. The Headteacher will ensure that IHCPs are reviewed at least annually. IHCPs will be routinely monitored throughout the year by the SENCO.

7. Monitor and Review

7.1. This policy is reviewed every two years by the governing body and the Head Teacher.

7.2. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.

7.3. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.

7.4. Sacred Heart and St Mary's RC Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Appendix A - Request for Administration of Medicine in School

Parental Agreement to Administer Medicines

This school will not give your child medicine unless you complete and sign this form. Please complete the form in **BLOCK CAPITALS**

Name of Child:	
D.O.B:	Class:
Medical condition or illness:	
Medicines	
Name/type of medicine (as described on the container)	
Dosage and method:	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Yes <input type="checkbox"/> No <input type="checkbox"/>	
Procedures to take in an emergency	
Contact Details	
Name	
Contact Telephone number	
Relationship to the child	
Address	
I understand that I must deliver the medicine personally to staff at the school office.	

The above information is, to the best of my knowledge, accurate at the time of writing and 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 _____ Date: _____

To be completed by office staff only - ✓ once completed		
Medications returned to school <input type="checkbox"/>	Form completed <input type="checkbox"/>	Date received

Appendix B

St Mary's Parental Collections of Medications Form

Parents/Carers are asked to sign this form to confirm that they have collected medication for their child from school. Please complete the form in **BLOCK CAPITALS**

Name of Child:	
D.O.B:	Class:
Medical condition or illness:	
Medicines collected	
Date of collection:	
Reason for medication being collected (Medications out of date, no longer needed, new medication issued) Please state clearly.	
Contact Details	
Parent's Name	
Date	

<p>To be completed by office staff only - ✓ once completed</p> <p>Medications Collected from school <input type="checkbox"/> Form completed <input type="checkbox"/> Date of collection _____</p> <p>Staff member responsible for handing over medications</p> <p>Please state full name:</p> <p>_____</p>
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