



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

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Approved By	Governors
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Contents

Statement of Intent	3
Legislation and Statutory Responsibilities	3
Definitions	3
Key Roles and Responsibilities	4
Training of staff	8
Wandsworth Hospital and Home Tuition Service.....	8
Medication	9
Emergencies.....	10
Avoiding unacceptable practice.....	10
Record Keeping	11
Monitor and review	11
Complaints	11
Appendix 1: Being Notified a Child has a Medical Condition	12
Appendix 2 - Request for Administration of Medicine in School	13
Appendix 3 - St Mary's Parental Collections of Medications form.....	14

Statement of Intent

At Sacred Heart RC Primary School and St Mary's RC Primary School, 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.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions. Disabilities, also including those pupils with medical conditions.

Legislation and Statutory Responsibilities

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

Definitions

Sacred Heart and St Mary's RC Primary School defines "medication" will be used to describe all types of medicine; prescribed or over the counter medicines.

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

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

Sacred Heart and St Mary's RC Primary School defines a 'Parent(s)' not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

Sacred Heart and St Mary's RC Primary School defines a 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

Key Roles and Responsibilities

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 the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- 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 written records are kept of, any and all, medicines administered
- 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. It is the parental responsibility to provide this information to school.
- 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 (HCPs) 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 any medication and or equipment needed as part of their child's medical needs 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
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicines
- 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
- The SENCO will contact parents annually to remind them to bring in up to date copies of health care. HCPs will be routinely monitored throughout the year by the SENCO.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Ensure that they have completed the permission to administer forms in school for each medication to be taken.
- Parents to ensure that they or another nominated adult are contactable at all times.

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

Equal opportunities

Sacred Heart and St Mary's RC Primary Schools, is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Sacred Heart and St Mary's RC Primary Schools, will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

[See Appendix 1](#)

Individual health care plans

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Parents have the responsibility to share information with school staff. The SENCO will liaise with the Parents and medical professionals to implement IHPs

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 require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any 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 SENCO liaising with the medical professionals to developing IHPs, will consider the following 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, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- 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, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- What to do in an emergency, including who to contact and contingency arrangements

Training of staff

- Teachers and support staff will receive training on the Administering Medication Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- The Headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- All relevant staff will be made aware of a pupil's medical condition.
- The Headteacher will ensure that supply teachers are appropriately briefed regarding pupils' medical conditions.
- A first aid certificate does not constitute appropriate training in supporting children with medical conditions.
- The Headteacher will provide staff members with opportunities and details of CPD.
- 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.

Wandsworth Hospital and Home Tuition Service

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the SENCO will make a referral to the service, where there is a medical diagnosis from a medical consultant.

Medication

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix 2).
- No pupil will be given medicines without written parental consent.
- Under no circumstance will a pupil be given aspirin unless there is evidence that it has been prescribed by a doctor.
- 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.
- Before administering medicine, maximum dosages and when the previous
- dose was taken will be checked.
- When medicines are no longer required, they will be returned to the
- parents/carers of the pupil. Parents will be asked to completed a 'Parental Collections of Medications form' (Appendix 3)
- Needles and sharp objects will always be disposed of in a safe way, such as
- using 'sharp boxes.
- Medications will only be administered at school if it would be detrimental to the child not to do so.
- Medications will be stored in First Aid box in each class.
- 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.
- Any medications left over at the end of the school trip will be returned to the pupil's parent/carer.
- Written records will be kept for any medication administered to pupils. At St Mary's this information will be stored in each classes medication file. At Sacred Heart this information will be stored in the school office.
- Pupils will never be prevented from accessing their medication.
- 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 healthcare plan (HCP).

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 HCP and parents/carers will be informed so that alternative options can be considered.

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

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 'Harrison' 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 'Food allergy and food intolerance form'. It is parents responsibility to contact Harrisons on 01844 21677

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.

Emergencies

What is defined as an emergency, including the signs and symptoms that staff members should look out for

- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with Health and Safety executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day HCP requirements for the school day.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

- The following behaviour is unacceptable at Sacred Heart RC Primary School and St Mary's RC Primary School
- Preventing children from easily accessing their inhalers and medication and
- administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical
- evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in
- activities at school

- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where
- the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Administer, or ask pupils to administer, medicines in school toilets
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Record Keeping

- The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school.
- All medications that are administered at school will be recorded
- Parents/carers will be informed if their pupil has been unwell at school.
- IHPs are kept in a readily accessible place that all staff are aware of.

Monitor and review

- This policy is reviewed every two years by the governing body and the Head Teacher.
- Records of medication, which have been administered on school grounds,
- will be monitored and the information will be used to improve school procedures.
- Staff members who are trained to administer medication will routinely
- recommend any improvements to the procedure.
- Sacred Heart and St Mary's RC Primary School will seek advice from any relevant healthcare professionals as deemed necessary.

Complaints

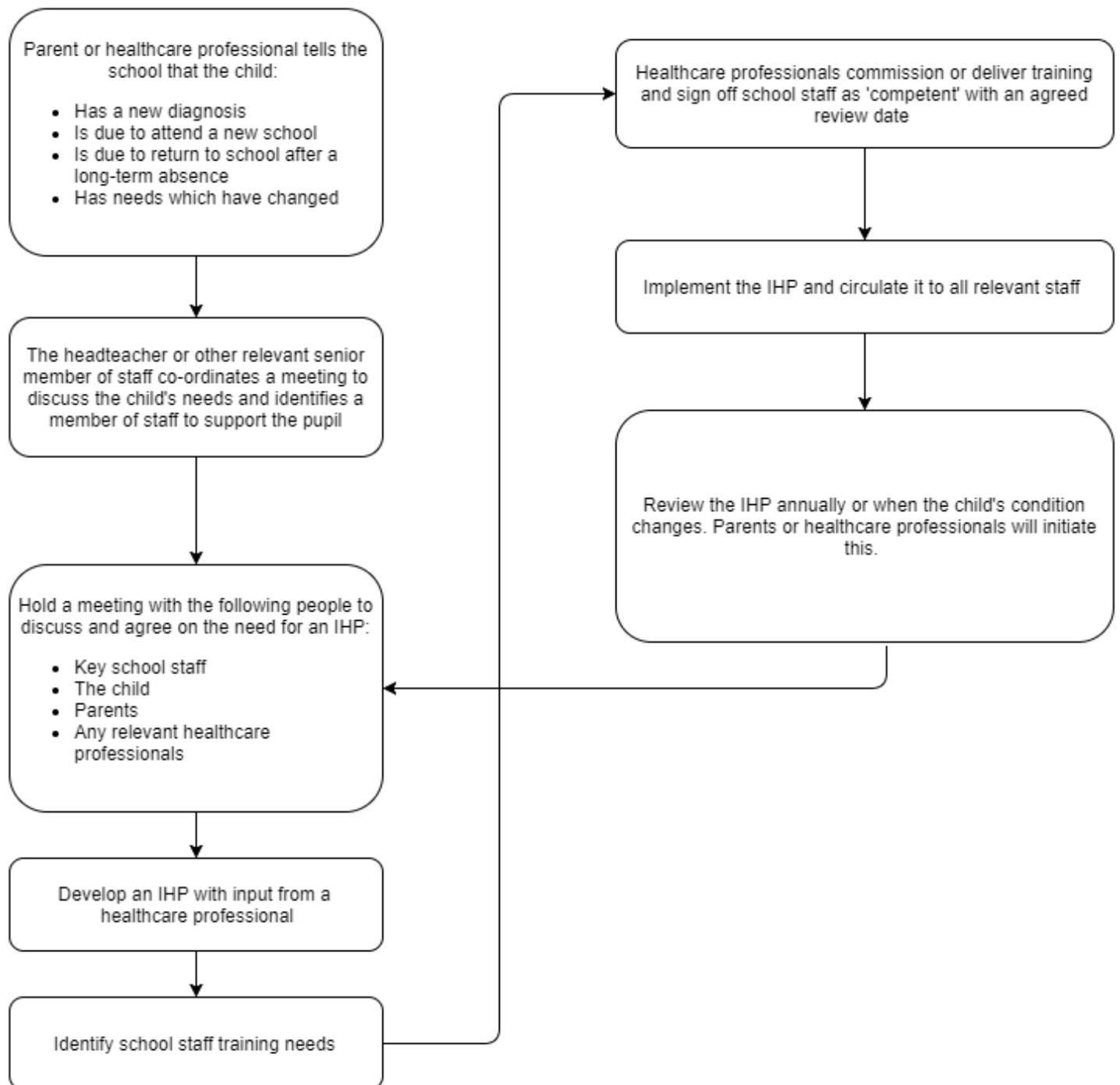
All complaints should be raised with the headteacher in the first instance. If the headteacher cannot resolve the matter they will direct parents to the school's complaints procedure.

Links to other policies. This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

All school policies can be found at https://www.stmarysschoolbattersea.co.uk/school_policies/ for St Mary's School and at <https://www.sacredheartschoolbattersea.co.uk/school-policies/> for Sacred Heart School.

Appendix 1: Being Notified a Child has a Medical Condition



Appendix 2 - 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 3 - 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	
To be completed by office staff only - ✓ once completed	
Medications Collected from school <input type="checkbox"/> Form completed <input type="checkbox"/> Date of collection _____	
Staff member responsible for handing over medications. Please state full name: _____	