**St Joseph’s Catholic Primary School**

**Exmouth**





**Supporting Children with Medical Needs Policy**

July **2018**

**Signed ………………………………….. Chair of Governors**

**Signed ………………………………….. Headteacher**

**Date ……………………………**

St Joseph’s Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education’s statutory guidance released in April 2014 – “Supporting pupils at school with medical conditions” under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014 The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

**Key roles and responsibilities**

1. **The Local Authority (LA) is responsible for:**

* Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
* Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
* Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) **The Governing Body of St Joseph’s Primary School** is responsible for:

* Ensuring arrangements are in place to support pupils with medical conditions.
* Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
* Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/nationality/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
* Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
* Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
* Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
* Ensuring written records are kept of, any and all, medicines administered to pupils.
* Ensuring the policy sets out procedures in place for emergency situations.
* Ensuring the level of insurance in place reflects the level of risk.
* Handling complaints regarding this policy as outlined in the school’s Complaints Policy.

c) **Headteacher is responsible for:**

* Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
* The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of St Joseph’s Primary School.
* Liaising with healthcare professionals regarding the training required for staff.
* Identifying staff who need to be aware of a child’s medical condition.
* Developing Individual Healthcare Plans (IHPs).
* Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
* If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
* Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
* Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
* Ensuring confidentiality and data protection
* Assigning appropriate accommodation for medical treatment/ care
* Considering the purchase of a defibrillator.

d) **Staff** **members are responsible for:**

* Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
* Knowing where medicines are stored.
* Taking account of the needs of pupils with medical conditions in lessons.
* Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
* Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

e) **School nurses are responsible for:**

* Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
* Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
* Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
* Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

f) **Parents and carers are responsible for:**

* Keeping the school informed about any new medical condition or changes to their child/children’s health.
* Participating in the development and regular reviews of their child’s IHP.
* Completing a parental consent form to administer medicine or treatment before bringing medication into school.
* Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
* Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

g) **Pupils are responsible for:**

* Providing information on how their medical condition affects them.
* Contributing to their IHP
* Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

1. The school’s insurance will cover liability relating to the administration of medication.
2. *Mrs Taylor-Bashford* will be responsible for ensuring the following:

* Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students’ needs change; arrangements for staff training or support) *Mrs Taylor-Bashford will inform Mrs Keeping (SENDCo) any if necessary arrange to visit child and SENDCo in their school.*

*Mrs Taylor-Bashford will organise any staff training required and purchase any resources that may be necessary.*

*Mrs Taylor-Bashford or Mrs Keeping will liaise with parents to ensure all information is passed on.*

* Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis.
* Mrs Taylor-Bashford or Mrs Keeping *will liaise with the new school and where appropriate arrange to visit or for a member of staff from the new school to visit St Joseph’s. Medical information will be passed over as appropriate according to data protection laws.*

1. The above procedures will be monitored and reviewed by *Mrs Taylor-Bashford*
2. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between *Mrs Keeping*, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
3. The student’s medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
4. Specific support for the student’s education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
5. Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
6. Cover arrangements and who in the school needs to be aware of the student’s condition and the support required including supply staff
7. Arrangements for written permission from parents for medication
8. Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
9. The designated individuals to be entrusted with the above information
10. Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

6. *Mrs Taylor-Bashford* will have the final decision on whether an Individual Health Care Plan is required.

**Students with asthma**

1. *Mrs Taylor-Bashford* and Mrs White will be responsible for ensuring the following:

*That students with asthma have in date inhalers which are clearly labelled.*

*Parents are notified immediately if the inhaler runs out.*

*Parents are notified if the spacer needs cleaning.*

*Parents are notified if the child is suddenly using the inhaler more frequently.*

*That it is recorded each time the child has their inhaler, with time, date and amount.*

**Students with anaphylaxis**

1. *Mrs Taylor-Bashford and Mrs White are responsible for ensuring the following:*

*That students with anaphylaxis have two prescribed epi-pens in school.*

*That the epi pens are kept in a clear box (1 per child) with a photo of the child on the box.*

*That staff training is kept up to date.*

*That staff are kept informed of children who have epi pens*

**THE ADMINISTRATION OF MEDICINE**

1. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
2. Any parent/carer requesting the administration of medication will be given a copy of this policy.

* Prescribed medication will be accepted and administered in the establishment
* Non-prescription medication will only be accepted and administered in the following circumstances:
* When a child has an ongoing medical ailment
* When a child has regular headaches
* When a child has menstrual pain
* When a child has toothache
* When a child is on residential and suffering form one of the above
* If a note is supplied by the Dr.
* At the head teacher’s discretion

1. Prior written parental consent is required before any medication can be administered.
2. Only reasonable quantities of medication will be accepted (no more than one week’s supply).
3. No child under 16 years of age will be given medication containing aspirin without a doctor’s prescription.
4. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or *Mrs White* authorised by the Headteacher.
5. Each item of medication should be clearly labelled with the following information:

* Student’s name
* Name of medication
* Dosage
* Frequency of dosage
* Date of dispensing
* Storage requirements (if important)
* Expiry date (if available)

1. The school will not accept items of medication which are in unlabelled containers or not in their original container.
2. Unless otherwise indicated, all medication to be administered in the school will be kept in *the staff room – first aid cupboard or fridge.*
3. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision.
4. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student’s need for medication.
5. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school’s Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
6. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.
7. **Avoiding unacceptable practice**

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

The following behaviour is unacceptable in St Joseph’s 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 unnecessarily, 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.
* Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

**24. Complaints**

* a) All complaints should be raised with the school in the first instance.
* b) The details of how to make a formal complaint can be found in the School Complaints Policy.