



ST OSWALD'S CATHOLIC PRIMARY SCHOOL SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

Introduction

St Oswald's Catholic Primary School considers itself a caring and responsible school. We believe that all children should have successful and fulfilling lives and we want to ensure that our pupils with medical conditions and those that take medicines can and do participate fully in all aspects of school life.

Purpose

The purpose of this policy is to set out effective arrangements to support children with medical conditions and those who take long term medication in school. This document must be read in conjunction other relevant policies (e.g. St Oswald's Catholic Primary School Health and Safety Policy, Emergency Plan and Safeguarding & Child Protection Policy). For information relating specifically to the management of asthma, see St Oswald's Catholic Primary School Asthma Policy.

Definition

For the purpose of this policy, the term parent refers to any person with parental authority over a pupil (i.e. a parent, legal guardian or carer).

Responsibilities

The Headteacher is responsible for:

- Ensuring staff follow this policy on a daily basis. This includes when activities take place off-site.
- Ensuring that appropriate procedures are in place and are followed by school staff so they are competent to provide support to pupils taking long term medication.
- Ensuring that this policy is reviewed on an annual basis in line with local and national guidance and legislation.
- Ensuring that all children with medical needs have an Individual Healthcare Plan in place and these are monitored regularly.
- Ensuring that appropriate risk assessments are undertaken.
- Ensuring that this policy is implemented effectively.
- Ensuring that there is effective communication with parents, children, staff and relevant healthcare professionals concerning a pupil's medication or medical condition.
- Ensuring all new staff have access to a copy of this policy on induction.
- Ensuring all staff have access to appropriate training so they can effectively support children with medical conditions and those who take medicines.
- Ensuring appropriate levels of staff are in place so that a trained member of staff is always available to support a child with a medical condition or taking medicines.

School Staff are responsible for:

- Maintaining professional standards of care and ensuring that children are safe.
- Ensuring they attend relevant labelled medicines training and receive support relevant to their responsibility.
- Being aware of any children in their class who have a health condition or are taking medicines.
- Being aware of the potential triggers, signs and symptoms of common medical conditions and knowing what to do in an emergency.
- Maintaining confidentiality with regards to a child's medical condition.
- Maintaining accurate records of any medicines administered to a pupil.
- Being conversant with this policy.

School Administrators are responsible for:

- Ensuring the day to day maintenance and security of all medicines stored in the first aid cabinet in the Staff Room.
- Ensuring that Medical Conditions / Food Allergy Form is completed by parents for those children with medical conditions. The form will be kept in the Medical File in the Staff Room with Care Plans if appropriate.
- Maintaining accurate records of children with medical conditions / food allergies in SIMS and reports are distributed on a regular basis to relevant staff.
- Ensuring that asthma forms are completed and returned to school for children with asthma along with 2 labelled inhalers, which will be stored in the classroom and first aid cabinet.
- Checking any long term medication held in school annually for expiry dates and returning to parents to dispose of accordingly. Please note that it is the parent's responsibility to ensure that medicines / inhalers are

School Staff are not permitted to administer medicines. Exceptions for long term medication only ie: asthmatic, diabetic or children with a long term medical need.

Parents are responsible for:

- Supplying school with up to date accurate information regarding their child's condition and medication. A Medical Conditions / Food Allergy Form must be completed and returned to school with a photograph of their child on the front cover.
- Notifying school immediately of any changes to their child's medication or medical condition.
- Where appropriate, informing school of the timings of any previous doses of medicine that have been given.
- Ensuring that school is supplied with in date medication and associated equipment (e.g. sharps bin) as per procedures within this policy.
- Carrying out any action that has been agreed as part of a child's Individual Healthcare Plan.
- Informing school about any medication or support their child requires while taking part in out-of-school activities.
- Ensuring medication is kept in date and any inhalers are taken home at the end of the school academic year.

Supply staff are responsible for:

- Being aware of how to access support for a child with a medical condition or taking medicines. Supply staff do not administer any long term medication at St Oswald's Catholic Primary School.
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Designated Members of Staff for Asthma are responsible for:

- Overseeing school's asthma procedures.

At St Oswald's Catholic Primary School, there are "Designated Members of Staff for asthma" who have specialist training and knowledge in asthma.

School Nurse is responsible for:

- Providing support to staff on implementing a child's Individual Healthcare Plan and providing advice and liaison where appropriate (e.g staff training)

External Providers (e.g. Sport's Coaches, Out of Hours clubs) are responsible for:

- Following this policy and associated procedures for activities undertaken during school hours. (For activities undertaken outside of school hours, the external provider's staff will follow their own organisation's policies and procedures and ensure appropriate risk assessments are made).
- Ensuring they attend regular training relevant to their responsibility.

The Governing Body is responsible for

- Ensuring that St Oswald's Catholic Primary School has a policy for supporting pupils with medical conditions and this is reviewed regularly.
- Ensuring appropriate arrangements are in place in school to support pupils with medical conditions or who need to take medication.
- Ensuring the Headteacher effectively implements all aspects of this policy.

Staff Training

Regular training is provided to staff by the school nurse or other healthcare professional. This includes;

- How to use this policy.
- How to recognise the symptoms of common medical conditions.
- How to check if a child is on the school medical register.
- How to administer a child's long term medication if required.
- How to accurately record usage of medication.
- How to recognise when emergency action is necessary.
- How to respond appropriately to a request for help from another member of staff.

When a child enters school with specific medical needs, staff will receive the appropriate training as advised by the school nurse or other healthcare professional.

Records

At the beginning of each academic year or when a child joins school, parents will be asked to supply up to date accurate information regarding their child's medical condition and medication. A Medical Conditions / Food Allergy Form must be completed and returned to school with a photograph of their child on the front cover. This will be stored in the School Medical Register which is kept in the Staff Room. This information will be recorded on SIMS (School Information Management System) and a Medical Conditions Report will produced /updated.

Medical Register

The School Medical Register includes information about all of the pupils in each class with a medical condition including allergies /intolerances and any Individual Healthcare Plans that they have. This is stored in the Staff Room and each class will receive a Medical Conditions list to keep in class.

Medicine Administration

School staff will always inform parents of any long term medication administered to individual children. School Staff are not permitted to administer medicines. Exceptions for long term medication only ie: asthmatic, diabetic or children with a long term medical need.

Emergency Medication

When an emergency medication is used (e.g. an inhaler or Epipen), the information above is recorded and in additional information about where and when the situation occurred (e.g. PE lesson, playground, lunchtime, classroom). This will also be passed to the parent.

Individual Healthcare Plans

Individual Healthcare Plans are confidential documents that help to ensure school effectively supports pupils with medical conditions. These are stored in the Medical Register which is kept in the Staff Room.

Individual Healthcare Plans are completed by the parent and include details of:

- A child's medication including any side effects to which they may be predisposed.
- Any allergies
- Name of GP involved with their care
- Trigger factors/ pre-activity precautions
- Details of any special educational needs
- What to do and who to contact in an emergency

When a child has complex medical needs, an Individual Healthcare Plan will be drawn up in conjunction with the school nurse or other healthcare professional.

Individual Healthcare Plans are reviewed at least annually or more frequently when there is a change in a child's medical condition.

External providers such as sports coaches also have copies of Individual Healthcare Plans when they are working in school.

Medication and medical equipment

Parents must provide school with a supply of in-date medication in a container or plastic folder labelled with the child's name and class. Unlabelled medication containers will not be accepted.

The medicine container should have a visible expiry date and storage information, and be clearly labelled with the following;

- The child's name
- The name of medicine
- The dose and frequency of medication
- The expiry date and storage conditions

The exception to this is insulin, which will generally be available to schools inside an insulin pen or a pump, rather than in its original container

Over the counter medicines such as Calpol®, herbal preparations and cough syrups will not be administered by school staff, however in exceptional circumstances and only when authorised by the Headteacher, these medicines will be administered. Antibiotics are encouraged to be taken out of school hours. However, if this is not possible, we ask for parents to contact the school office to arrange a convenient time for parents or family member to call in and administer the medicine themselves. The reasons for this request are as follows:

- There is no suitable storage for medicines in school.
- There is always a risk that a double dose could be given, or forgotten.
- The medicine could remain in school overnight.

School Trips and Off-site Activities

All children with medical conditions and those taking medicines have access to all activities and areas of school life. A risk assessment will be undertaken to ensure that the safety of staff and children is maintained at all times. Where appropriate, adjustments will be made to enable children with medical conditions to participate fully and safely in activities.

Before any off site activity takes place, a member of staff will liaise with the parent to determine whether it is necessary for medication to be administered during the trip (i.e. whether a medicine can be taken before or after the trip). Where it is not possible to reschedule a dose, the original container of medication will be taken out on the visit.

The supervising member of staff will ensure;

- Sufficient medication for the duration of the trip is available
- Any medications needed have been signed out of school and are signed back in on return.
- Where a child has an Individual Healthcare Plan, this is available
- Medicines are stored securely for the journey and for the duration of the school visit.

Infectious Diseases

St Oswald's will not put any child at unnecessary risk from infectious diseases. Therefore we do not accept a child into school at times where it would be detrimental to the health of that child or others to do so. Staff follow Public Health England *Guidance on infection control in schools and other childcare settings* to advise on the period of time a child needs to be kept off school. This document can be accessed via www.gov.uk.