

# Our Lady's Catholic Primary School



We aspire that through the love of Jesus everyone should  
"have life and have it to the full."  
Jn. 10v10

## MEDICAL POLICY

<b>Approved by: Governing Body</b>	<b>Date: September 2020</b>
<b>Last reviewed on:</b>	<b>Date: September 2024</b>
<b>Next review date:</b>	<b>September 2026</b>

## **Rationale**

This policy covers the administration and storage of medication for employees and pupils of Our Lady's RC Primary School in support of pupils with medical needs.

Medicines can only be kept in school to treat serious conditions where it would be detrimental to a child's health if the medicine were not administered during the school day and for potentially life-threatening conditions. Our aim is to enable regular attendance through the correct management of medicines in school.

This policy:

1. Gives clear structures and guidelines to all staff regarding administering medication
2. Clearly defines the responsibilities of the staff
3. Enables staff to see where their responsibilities end
4. Ensures the safe use and storage of medicines in the school
5. Ensures the safe administration of medicines in the school
6. Ensure that Our Lady's School is inclusive and favourable to pupils with medical conditions

## **Statement of principles**

Our Lady's school aims to provide all children with medical conditions the same opportunities as the other children. The school is an inclusive community that aims to support and welcome pupils with medical conditions.

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Management Team to make arrangements for supporting pupils at Our Lady's RC Primary School with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

It is our aim that children are not prevented from attending school regularly due to their medical needs, and therefore we try to accommodate medical conditions as far as possible. However, it is the general policy for employees **NOT** to administer medication to pupils within the school, unless authorised by the Head teacher.

Where possible, we urge parents to arrange for their children to take medication outside of the school day, for example if antibiotics are required 3 times a day, we suggest that children can take them before school, after school and before bedtime. If children require a fourth dose, we will administer this at lunchtime.

The Governors, Head teacher and staff at Our Lady's Primary School will conform to all statutory guidance and work within the guidance by the Local Authority.

## **Policy Implementation**

### **Responsibilities:**

#### **The Governors of Our Lady's Primary School:**

- will ensure that the school has an effective policy on the management of pupils with medical needs
- have delegated day-to-day responsibility for the management of pupils' medical needs to the lead first aider and admin team
- will receive information on issues relating to the management of pupils with medical needs via the Head Teacher's report or Safeguarding Committee minutes
- will review the effectiveness of this policy on a regular basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law

- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils

### **The Head teacher:**

Subject to the provisions set out in this policy and guidance document, the Head teacher will accept responsibility for the school giving, and/or supervising pupils taking medication during the school day and:

- will ensure the school is inclusive and welcoming and that the medications policy is in line with local and national guidance and policy frameworks
- will ensure that all staff are aware of the statutory duties and safeguards that apply to their post
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils
- will ensure that sufficient staff are suitably trained

### **The Appointed Person:**

Will ensure that parents, staff, governors and outside agencies who have contact with pupils with medical needs have an easy route to communicate with the school.

As well as acting as first contact for parents and outside agencies, the appointed person will be responsible for:

- the school's system of record keeping for pupils with medical needs
- ensuring the confidentiality of all records on pupils with medical needs
- ensuring that teachers understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities
- ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs
- ensuring staff receive training for specific medical conditions
- ensuring that supply teachers are briefed where required
- arranging the review of Health care Plans annually
- monitoring the attendance of pupils with longer term medical needs
- assisting in maintaining contact with pupils out of school because of medical needs
- attending multi-agency reviews as required
- providing appropriate agencies with confidential access to school records in order to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible
- checking expiry dates every half term and return expired medication
- ensuring the correct storage of medication at school i.e. all controlled drugs are kept locked in a cupboard and only named staff have access
- ensuring that risk assessments are completed for school visits and other school activities outside of the normal timetable

### **All School Staff:**

All staff at Our Lady's School have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the medical policy
- know which pupils in their care have a medical condition
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school

When pupils are out of school for periods of time with a medical condition, it is the responsibility of the class teacher to:

- ensure that, wherever appropriate, they are provided with work to do at home and that this work is assessed and recorded appropriately
- maintain contact with the pupil and his/her family
- ensure that the pupil is welcomed back into school with the minimum of disruption
- ensure that the pupil has any additional support necessary to catch up with work and maintain best progress

### **The Governors, Head Teacher and staff:**

- are committed to ensuring that all pupils have access to as much education as their medical condition allows, in order to maintain the momentum of their studies, keep up with their peers and fulfil their educational potential
- recognise the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for pupils with medical needs
- recognise that on occasion pupils with long-term and/or complex medical needs will require intervention from a specialist provision
- will work with specialist providers, whenever necessary, to ensure smooth transition to (and where appropriate back from) the specialist provision and, as far as is possible, provide continuity in learning

### **Parents' Responsibilities:**

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

- tell the school if their child has a medical condition
- 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
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- 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
- keep their child at home if they are not well enough to attend school

The term 'parent' implies any person or body with parental responsibility such as foster parent, carers, guardian or local authority

## **Guidelines**

All new members of staff will be inducted into the arrangements and guidelines set out in this policy and all staff must sign to acknowledge receipt and understanding of this. This policy will be regularly reviewed and updated and will be readily accessible to school staff electronically via the shared network and to parents/carers via Our Lady's School website. This policy has safety as its priority for the children and adults receiving first aid or medicines and safety for the adults who administer first aid or medicines.

All staff will be expected to show a commitment and awareness of children's medical conditions.

**The appointed person within Our Lady's RC Primary School is Mrs. Benson.**

### **Record Keeping**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is completed at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Parents of children diagnosed with asthma will be required to complete the School Asthma Card.

### **Procedures for administering prescribed medicines during the school day**

- Our Lady's RC Primary School will only administer medicines which have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber
- all medication must be in the original child-proof container and be accompanied by the original guidance literature including any potential side effects and include the prescriber's instructions for administration:
  - The child's name
  - The name and strength of the medication
  - The dosage and when the medication should be given
  - The expiry date
  - This information should be checked each and every time that medication is administered
- where two types of medication are required, each should be a separate container
- where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication
- **parents/carers should hand all medication to the admin office** on arrival at school. The best way of dealing with the medication will be agreed
- medicines will normally be stored in a locked cupboard in the medical room or where necessary, in the refrigerator and accessed only by the relevant staff
- parents are responsible for collecting medication at the end of the school day. At the end of each half term, any uncollected medicines will be sent home or disposed of in the appropriate manner i.e. returning to a pharmacy
- pupils have quick and easy access to their medication, i.e. inhalers; these will be stored in Classroom cupboards or the First Aid Room to ensure that the safeguarding of other children is not compromised
- an emergency inhaler and medi-wipes will be taken to swimming lessons and an emergency inhaler and medi-wipes will be held in the 'grab bag' in the event of an emergency evacuation – parents of children with asthma will be asked for their permission for their child to use the emergency inhaler if required

### **Facilities for storage of medicines**

A first aid room with a fixed locked store for medication, a bin with a lid for waste materials and a wash basin is available for incidents occurring on the school site. This room is located near to toilet facilities and is in close proximity to a fridge with ice supplies and to an external phone line for emergency calls. Details of children with medical conditions, allergies and intolerances are located on computer. A child with a severe allergy has their photograph taken and staff are notified.

### **Administering of medication**

- permission to dispense medication form must be completed by the parent/carer
- all medication given must be recorded and witnessed

Before administering medication, the member of staff should check:

- the child's identity
- the name on the medication is that of the child being given the medication
- that the medication is in date

If there are any concerns about giving medication to a child, the member of staff must not administer the medicines but should check with the parent/carer or a health professional, documenting any action taken.

If a child refuses to take their medication they should not be forced to do so. Refusal should be documented and parents should be informed. If refusal to take medication results in an emergency, the school's emergency procedures should be followed.

### **Emergency Procedures**

In the event of an emergency, the first aider on duty and/or the Head teacher may make the decision to call for the emergency services (on the phone press 9 for an outside line, followed by 999). An emergency is any situation where the first aider considers that expert help is required. In some situations, it may be sufficient to call the parents/carers and suggest they take their child to the doctors/hospital. However, more immediate action may be required e.g. a wound where blood flow cannot be stemmed, severe bumps to the head with loss of consciousness, hyperventilation that lasts for more than 10 minutes, an epileptic seizure that continues for longer than normal for the individual child. **IT IS THE DECISION OF THE FIRST AIDER ON DUTY AND THE HEADTEACHER OR A SECOND FIRST AIDER TO ELECT TO CONTACT THE EMERGENCY SERVICES.**

### **Arrangements for taking a child to hospital**

Whilst waiting for the ambulance, parents/carers should be contacted and arrangements made to meet them at the hospital. A member of staff must accompany the child and wait until a parent/guardian arrives.

### **Controlled drugs**

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils. These drugs should be treated in the same careful manner as all other prescribed medication, in line with the procedures agreed by Hereford Local Authority and described within this guidance. Under no circumstances will medication be given to pupils unless written permission has been obtained from parents/carers.

### **Training**

Most members of school staff receive training in administering of medications from an appropriate health care provider and this training is reviewed annually.

Our Lady's School has a number of fully qualified first aiders and the first aid rota identifies the members of staff responsible during the school day.

Where administration of medication requires specific specialised training, staff must receive training from an appropriate health care professional i.e. nurse specialist, which should be updated annually or sooner if required. Records are maintained of all training received.

Whole school awareness training is delivered annually or sooner if required so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in

implementing that policy. This is delivered as part of annual safeguarding training for all staff and the content is modified according to the needs of children within the pupil population.

## **Off-Site Activities**

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit or a residential experience. Prior to school visits, the organising class teacher completes a detailed risk assessment with regard to the trip. Included in the assessment are any medical issues of pupils that need to be considered and any adjustment to adult-pupil ratio that may be required (for behaviour or medical intervention). A risk assessment on the specific needs of the pupil in the particular activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the particular pupil a meeting will be requested with the parents/carers in order to agree the best way forward. A written agreement will be reached before the activity takes place.

Our Lady's RC Primary School encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely. Additional safety measures may be required such as:

- additional adults to accompany the child
- arrangements for the taking of necessary medicines
- relevant emergency procedures

A copy of the health care plan should be taken on any visits in case of an emergency. Parental views and medical advice from the schools' health service or GP should be sought where staff may be concerned about whether they can provide for the safety of the child or other children on a visit in line with the DCFS guidance on planning educational visits.

## **Sporting Activities**

Most pupils with medical conditions will be expected to participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Supervising staff will need to consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **Healthcare Plans**

If a child is deemed to have a long term medical condition, the school will ensure that arrangements are in place to support them. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child. Our Lady's School, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study which rely on part time attendance at school in combination with alternative provision arrangement by the Local Authority and health professionals. Consideration will also be given as to how children will be reintegrated back into school after long periods of absence.

## **Individual Health Care Plans (IHCP)**

IHCP's will help to ensure that Our Lady's School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high

risk that emergency intervention will be needed. However, not all children will require one. Our Lady's School, health care professionals and parents/carers should agree, based on evidence when a Health Care Plan would be inappropriate or disproportionate. A flow chart for identifying and agreeing the support a child needs and developing an IHCP is provided in Appendix 1.

IHCP's will be easily accessible to all who need to refer to them whilst preserving confidentiality. IHCP's (and their review) may be initiated in consultation with the parents/carers, by a member of school staff or a healthcare professional involved in providing care to the child.

Our Lady's School will ensure that IHCP's are reviewed at least annually or earlier if evidence presents that the child's needs have changed. When the child has a special educational need identified in a statement or EHC plan, the IHCP should be linked to or become part of that statement or EHC plan.

Each IHCP will include:

- the medical condition, it's triggers, signs and symptoms
- the pupil's resulting needs, including treatments, 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
- special support for the pupil's education, social and emotional needs
- level of support needed
- who will provide the support, their training needs, expectations of their role and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents/carers for medication to be administered by a member of staff or self-administration by the pupil during school hours
- separate arrangements/procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate i.e. risk assessment
- what to do in an emergency, including who to contact – it should clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency signs and symptoms and procedures

### **Pupils receiving education otherwise than at school because of medical needs**

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, we will ensure that relevant school records, including up-to-date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education otherwise than at school because of medical needs they remain on the role of Our Lady's Primary School.

**For more information please refer to the Children with Health Needs who Cannot Attend School Policy.**

### **Unacceptable Practice**

Although Our Lady's School staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently to prevent them from staying for normal school activities, including lunch, unless this is specified in the IHCP
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition i.e. hospital appointments
- prevent pupils from drinking eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, including toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including schools trips i.e. by requiring parents/carers to accompany the child

### **Complaints**

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with school through the Class Teacher or the Head teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via Our Lady's School Complaints Policy.

### **Liability and Indemnity**

The Governing Body at Our Lady's RC Primary School ensures that appropriate insurance is in place which covers staff providing support to pupils with medical needs.

### **Monitoring, Review and Evaluation**

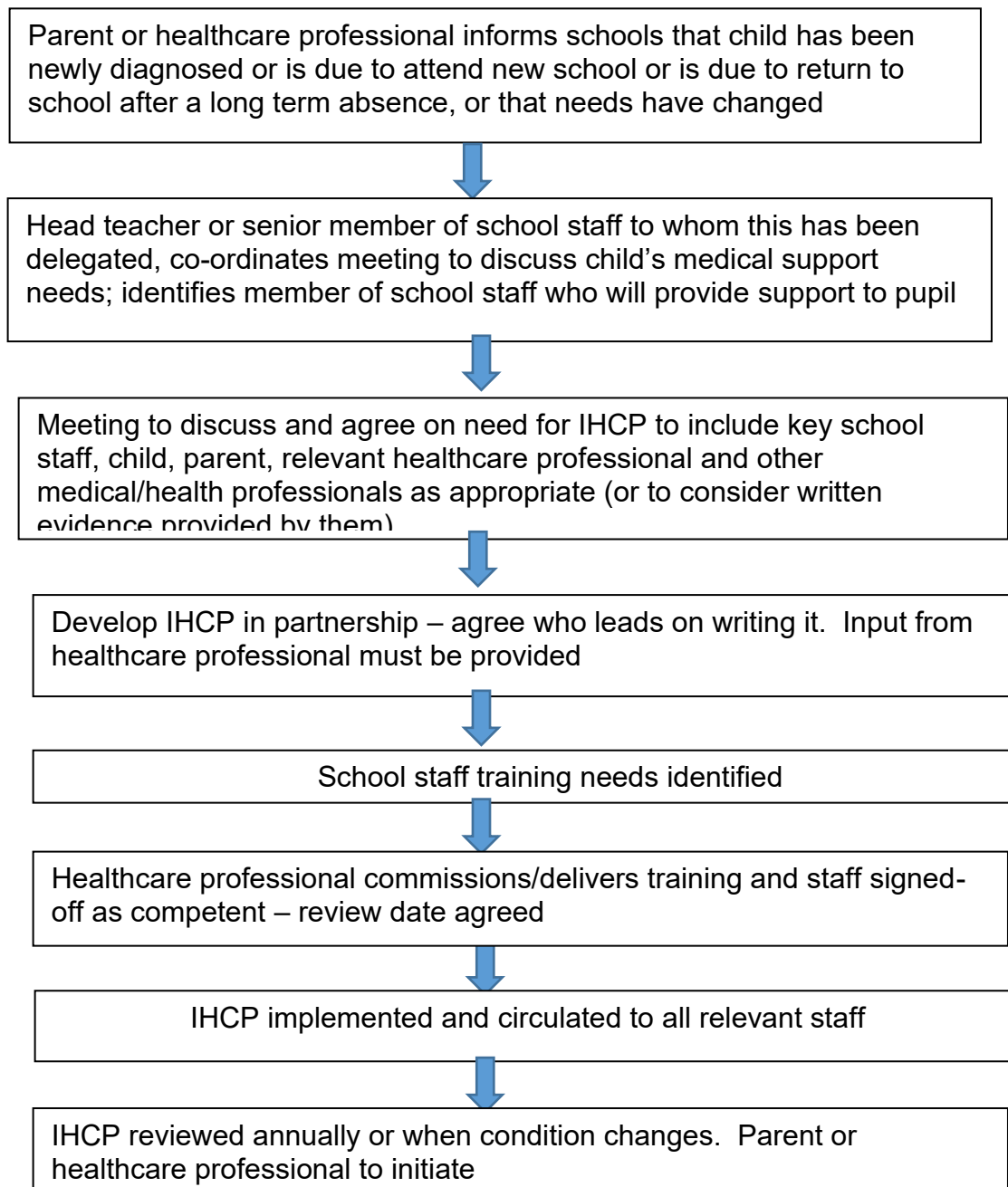
Training of staff is monitored by the appointed person.

This implementation of this policy will be monitored by the appointed person and issues will be reported to Governors through the Head Teacher's report.

The success of this policy will be evaluated by the Head Teacher, staff and governors and reported to parents, with any proposals for improvements.

## Our Lady's Catholic Primary School

### Model Process for Developing Individual Health Care Plans



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## **Individual Health Care Plan**

**Name:**

**Address:**

**Date of Birth:**

**Name of School:**

**Class/Form:**

**Medical Condition:**

**Date plan drawn up:**

**Review date:**

### **CONTACT INFORMATION**

#### **Family Contact 1**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

#### **Family Contact 2**

**Name:**

**Phone No:**

**(work):**

**(home):**

**(mobile):**

**Relationship:**

**GP**

**Name:**

**Phone No:**

**Clinic/Hospital Contact**

**Name:**

**Phone No:**

**Describe medical needs and give details of pupil's symptoms/triggers/signs/treatments/facilities/equipment or devices/environmental issues:**

**Name of medication/storage/dose/method of administration/when to be taken/side effects:**

**Dietary advice/allergies/treatment:**

**Access to food or drink where this is used to manage their condition:**

**Daily care requirements (e.g. before sport/at lunchtime):**

**Specific support for the pupil's educational, social and emotional needs:**

**Arrangements for school visits/trips etc:**

**Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:**

**Staff training needed/undertaken - who, what, where, when:**

**Cover arrangements if usual support is unavailable:**

**Follow up care:**

**Who is responsible in an emergency (State if different on off-site activities):**

**Signed:**

**Health Care Professional.....Print**  
**Name..... Date.....**

**Parent/carer..... Print**  
**Name..... Date.....**

**Head teacher .....Print**  
**Name..... Date.....**

**SENCo..... Print**  
**Name..... Date.....**

