



*St John's Catholic Primary School*

*BATH*

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Head Teacher: Mrs A Bennett

### **Supporting Children with Medical Needs Policy and Forms 2018/21**

*I am unique,  
In the eyes of God.  
All seeing, all knowing, all loving,  
He embraces our family,  
Parish, parent, child,  
All one with you.  
I am of the world,  
With the seeds of excellence within me,  
Encouraged to grow and flourish,  
To a spiritual fulfilment.  
I am unique,  
And with you beside me,  
All is possible*

## Introduction

St John's Catholic Primary School have prepared and adapted this policy to meet the needs of statutory guidance for supporting pupils with medical conditions. The guidance is in response to discussions with stakeholders. St John's Catholic Primary School will consider and support any pupil with medical needs so far as is practicable in meeting their individual and learning needs.

This policy complies with the Human Medicines (Amendment) (No. 2) Regulations 2014 and the use of inhalers containing salbutamol that may be purchased by the school and used by trained first aid staff using a spacer in a medical emergency where a prescribed inhaler is not readily available.

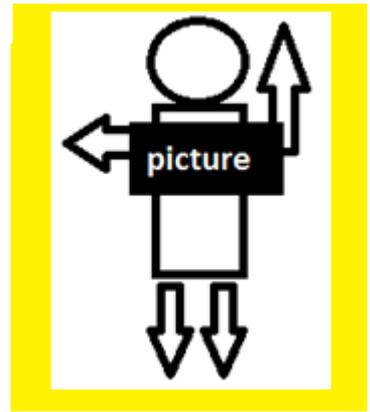
## Note

This policy is provided as an aid to schools and the use of the templates is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

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# Individual Healthcare Plan for.....**Name**.....



Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

## Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

## Clinic/Hospital Contact

Name	
Phone no.	

## G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



# St John's Catholic Primary School Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



# St John's Catholic Primary School Staff Training Record – Administration of Medicines

Name of Member of Staff

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

# Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number - 01225 303990
2. your name
3. your location as follows [insert school/setting address]  
St John's Catholic Primary School  
Oldfield Lane  
Bath  
BA2 3NR
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

# Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear **Parent Name**

## **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

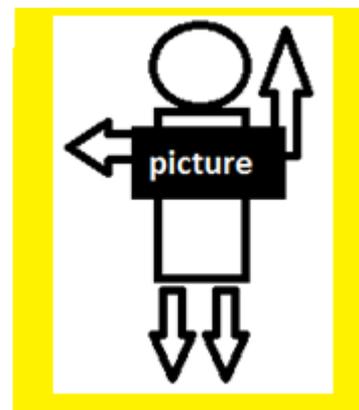
If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

## Care Plan Summary for

..... **Pupil Name**.....

### Details



**The pupil has a medical condition that causes them to be allergic to nuts, have extreme fatigue, lose consciousness.**

### First Aid

**Enter here anything to consider when giving first aid.**

### Actions in an Emergency:

- **Dial (9) 999 - Use the script**
- **Get name(s) of staff members**
- **Contact Parent/Guardian**

### Interventions:

**Behaviour scripts, coping mechanisms get certain staff, see care plan.**

The following staff are trained to give medications:

- **Name (s)**

The following staff are trained to **give an Epi pen:**

- **Name (s)**

	<b>Who is responsible?</b>	<b>Additional details</b>
<b>1. <u>Children with Medical Conditions Policy</u></b>	<b>The Governing Body</b>	
a. We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships and play.	All staff	
b. Parents have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need.	Parents	
<b>2. <u>Pupils with Short – Term Medical Needs</u></b>		
a. If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.	Parents	Parents are required to sign pupils out at the office.
b. Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. Medicines should be brought to school in the original containers with the labels attached.	Parents	See also <b>Storage of Medication</b>
c. Parents should inform the school (using the forms available from the school office) about the medicines that their child needs to take and provide details of any further support required.	Parents	Forms will be stored with medication.
<b>3. <u>Responsibility for administering prescribed</u></b>		

<b><u>medication</u></b>		
a. The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action.	Head teacher/SENCO	A record of training will be kept by the Office Manager.
<b>4. <u>Record-keeping</u></b>		
a. Staff will complete and sign a record each time they give medicine to a child. (These forms are completed by parents when medicines have been prescribed)	Office staff	Forms to be kept in the office
<b>5. <u>Refusal to take medicine</u></b>		
a. If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately.	Head teacher	Parents will be informed by phone call immediately.
b. If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.	All staff	See also individual health care plans
<b>6. <u>Storage of medication</u></b>		
a. All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They will not be locked away and <u>where children are considered safely able to take care of their own medicines they will be supported to do so.</u>	All staff	SENCO/TAs to monitor
b. Some medicines need to be refrigerated. These will be kept in <b>the fridge in the office</b> and access will be restricted to this refrigerator holding medicines.	Office staff	
c. Medicines that are none refrigerated are kept in the school office on a shelf for medicine. The school office	Office staff	

is locked .		
<b>7. <u>Absence from school for more than 15 days</u></b>		
a. For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from the school nurse in the first instance.	SENCO	
b. Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will facilitate their links with other children so that friendships are sustained.	SENCO	
<b>8. <u>Pupils with Long Term or Complex Medical Needs</u></b>		
a. Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made.	SENCO	
b. In some cases this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.	SENCO/ Key worker	
<b>9. <u>Individual Health Care Plans</u></b>		

<p>a. A written, individual health care plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:</p> <ul style="list-style-type: none"> <li>i. details of the child’s medical condition,</li> <li>i. any medication,</li> <li>i. daily care requirements</li> <li>/. action to be taken in an emergency,</li> <li>/. parents/carers details including emergency contact numbers.</li> </ul>	<p>SENCO</p>	<p>Copies of individual health care plans will be stored with medication in class room and additional copies on the staffroom medical notice board</p>
<p>10. Those who may contribute to a health care plan include:</p> <ul style="list-style-type: none"> <li>a. The school nurse, specialist nurses, children’s community nurses, the child’s GP or other health care professionals (depending on the level of support the child needs)</li> <li>b. The parents/ carers ( and the child, if appropriate)</li> <li>c. The Head teacher and SENCO</li> <li>d. The class teacher , care assistant or teaching assistant</li> <li>e. Support staff who are trained to administer medicines or trained in emergency procedures.</li> </ul> <p>It is good practice to have a health care plan endorsed by a health care professional and in many cases it is essential to do so.</p>		
<p>11. The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child’s particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending</p>	<p>SENCO working with the school nurse</p>	<p>Individual health care plans will be reviewed at least annually and/or on an</p>

on individual needs.		as need basis.
12. Healthcare plans and training are not transferable, even when children have the same condition.	SENCO	
<b>13. Training:</b>		
a. If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, eg School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done.	SENCO	A record of training will be kept by the Office Manager
b. Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.	Head teacher	
c. School staff who have been trained are responsible for following and delivering the health care plan and if the child's condition alters they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan	Individual staff	
d. School staff will request further training when needed, and professional updates at least once a year.	Individual staff	
e. Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do.		
f. The (Headteacher) will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.		
g. Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENCO will inform parents and health care professionals in writing and discuss		

whether further training is needed.		
<b>14. <u>Communicating Needs</u></b>		
a. A confidential file containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, is available to all teaching and support staff.	Head teacher	
b. Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child.	Class teacher	
c. Further copies and full medical records are stored in the child's personal file.	SENCO	
<b>15. <u>Educational visits (see also school's Trips Policy)</u></b>		
a. Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.	All staff	
b. Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the course of the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip.	All staff	
c. A copy of individual health care plans will be taken on visits in the event of the information being needed	Visit leader	

in an emergency.		
d. Arrangements for taking any necessary medicines will be made and if necessary an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents will not be required to accompany their own children on school trips	Visit leader	
e. If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.	Head teacher	
<b>16. <u>Sporting Activities</u></b>		
a. All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.	All staff	
b. Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.	SENCO	
c. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.	All staff	
<b>17. <u>Complaints:</u></b> any complaints with regard to the medical care of children on roll, or complaints about this policy should be made following the school complaints policy.	Headteacher	
<b>18. <u>Insurance:</u></b>	School Bursar	

Our insurance is provided through Zurich Insurance		
<p><b>Unacceptable Practice:</b></p> <p><b>It is not acceptable:</b></p> <p><b>to place children at risk for any reason,</b></p> <p><b>to exclude children from curriculum activities because of their medical condition</b></p> <p><b>to place requirements and responsibilities on parents to fill gaps in staffing or resources</b></p>		

Signed: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Reviewed: 5<sup>th</sup> June 2018

Due Review: June 2021