



**St Joseph's Catholic Primary School and Nursery
Hednesford**

School Medical Conditions Policy

Supporting Pupils with Special Medical Needs

Date	Review Date	Responsible person
23.9.14	September 2015	K Bennett
Adopted by FGB:	12th November 2014	
Last reviewed:	15th March 2017	
Policy Updated:	October 2017	
Reviewed by FGB:	13th March 2019	
Next review date:	January 2020	

This policy should be read in conjunction with the Medication and Supporting Medical Needs Guidance for children and Young People and, if applicable, the SEND policy.

Responsible person - Mrs K Bennett, Head Teacher

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children 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.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Aims:-

The school aims to:

- Ensure pupils at school with medical conditions, in terms of both physical and mental health, are appropriately supported so they can play a full and active role in school life, remain healthy and achieve their God given potential
- Ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves (where appropriate)
- educate staff and children in respect of special medical needs;
- Monitor and keep appropriate records.

Procedure:-

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition

- sufficient staff are suitably trained
- all relevant staff are made aware of the child's condition
- cover arrangements in case of staff absence/turnover
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual health care plan (CP) are monitored
- transitional arrangements between schools are carried out
- if a child's needs change the above measures are adjusted accordingly

Where children joining St Joseph's at the start of a new academic year, these arrangements are in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Not all children who have medical needs will require an individual health care plan. The main purpose of an individual health care plan for a child with medical needs is to identify the level of support that is needed, who will carry out that support and how school deal with any problems or emergencies.

If parents, health care professional and school agree that a CP is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the schools medical record and the child's individual record

Individual Health Care plans (CP)

The following information should be considered when writing a CP:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupils resulting needs including medication and other treatments, times facilities equipment testing, dietary requirements and environmental issues
- specific support for the pupil's education, social and emotional needs
- the level of support needed including emergencies
- who will provide support and their training needs
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff or self-administrated (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of support)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate
- confidentiality
- what to do if the child refuses to take medication or to carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an education Health Care Plan (EHCP), their special education needs should be mentioned in the CP

Care plans will be drawn up in conjunction with school nurse, parents and school.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and reflects the level of risk

The Head Teacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of the child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver CPs, including emergency and contingency situations and they're appropriately insured
- is responsible for the development of CPs
- should contact the school nurse in the case of any child with a medical condition who has not been already brought to their attention

School Staff

- any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient training and achieve the necessary level of competency before taking on the responsibility of supporting a child with medical conditions
- any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurse

- are responsible for working with the school to support pupils with medical conditions
- liaise with parents and school to develop and implement the CP
- liaise with other health care professionals involved with children's care

Pupils

- should whenever possible be fully involved in discussions about their medical support needs and contribute to and comply with the CP

Parents

- must provide the school with sufficient and up to date information about their child's condition
- are key partners and should be involved in the development and review of the CP
- should carry out and action what they have agreed to as part of the CP implementation

Local Procedures and Arrangements

On the Premises

- Only medication prescribed by a medical practitioner for administration 4 times a day will be administered at school (unless a care plan is held)

- Non prescribed medication will not be administered (unless a care plan is held)
- Over the Counter Medicines (Homely Remedies) will not be administered.
- Self-medication will be permitted under supervision
- All medicines brought in to school to be administered will be recorded
- Administration of medicine will be recorded on the Medication Administration Record HSF 55
- 'When required' medication will not be administered
- Medicine will be locked in the medicine cabinet located in the disabled toilet adjacent to the school office unless it needs to be refrigerated and then will be kept in the refrigerator in the Head Teacher's office
- Unused medication will be returned to the parent/carer

In the event that medication is administered incorrectly or procedures have not been correctly followed, then school will follow the procedures as documented in the Staffordshire County Council Health, Safety and Wellbeing Guidance "Medication and Supporting Medical Needs Guidance for Children and Young people", May 2017, version 5.0, page 22 paragraph 4.18

On School trips and outings

In addition to the above procedures, the teacher in charge of the trip will take charge of the medicine and return the remainder on return to school or directly to the parent/carer of the child

Unacceptable Practice

The following practice is unacceptable:

- Administering of medicine without the prior written consent of parent/carer
- Sharing of medication between pupils
- Disposal of medication via the sink, toilet or dust bin
- Accepting medication that has been taken out of the container as originally dispensed
- Not allowing a pupil to participate in an activity due to a medical condition

Other information

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue raised, they may raise a formal complaint via the school's complaints procedure, available on the school website.