

## **SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

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**'Seek Ye First the Kingdom of God...'**

**Matthew 6.33**

### **Aim:**

Our College Mission Statement proclaims:

*"At St Patrick's Catholic College our aim is to provide a high quality education based upon the teachings of Christ; where all pupils are valued members of our community and able to develop their talents to the full."*

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. The aim of this duty is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. St. Patrick's Catholic College sees this responsibility as being closely linked to our mission of making sure that all our young people develop their talents to the full. This policy has been written to enable us to do this effectively for all young people.

### **Key roles and responsibilities**

#### **The Local Authority (LA) is responsible for:**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### **The Governing Body is responsible for:**

- 1.1.4. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St. Patrick's Catholic College.

- 1.1.5. Ensuring that the ***Supporting Pupils with Medical Conditions Policy***, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.1.6. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.1.7. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.1.8. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.1.9. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.1.10. Keeping written records of any and all medicines administered to individual pupils and across the school population.
- 1.1.11. Ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

- 1.1.12. The day-to-day implementation and management of the ***Supporting Pupils with Medical Conditions Policy*** and procedures of St. Patrick's Catholic College.
- 1.1.13. Ensuring the policy is developed effectively with partner agencies.
- 1.1.14. Making staff aware of this policy.
- 1.1.15. Liaising with healthcare professionals regarding the training required for staff.
- 1.1.16. Making staff who need to know aware of a child's medical condition.
- 1.1.17. Developing Individual Healthcare Plans (IHCPs) if necessary.
- 1.1.18. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.1.19. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.1.20. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.1.21. Ensuring that the school nursing service is contacted in the case of any child who has a medical condition.

**Staff members are responsible for:**

- 1.1.22. Taking appropriate steps to support children with medical conditions.
- 1.1.23. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.1.24. Administering medication, if they have agreed to undertake that responsibility.

- 1.1.25. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.1.26. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.1.27. Lynn Roberts is the member of staff responsible for keeping a list of staff trained to administer the epi-pen.

**School nurses are responsible for:**

- 1.1.28. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.1.29. Liaising locally with lead clinicians on appropriate support.

**Parents and carers are responsible for:**

- 1.1.30. Keeping the school informed about any changes to their child/children's health.
- 1.1.31. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.1.32. Providing the school with the medication their child requires and keeping it up to date.
- 1.1.33. Collecting any leftover medicine at the end of the course or year.
- 1.1.34. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.1.35. Where necessary, developing an Educational Healthcare Plan (EHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

**Definitions**

- 1.2. "Medication" is defined as any prescribed or over the counter medicine.
- 1.3. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 1.4. A "staff member" is defined as any member of staff employed at St. Patrick's Catholic College, including teachers.

**2. Training of staff**

- 2.1. Teachers and support staff will receive training on the ***Supporting Pupils with Medical Conditions Policy*** as part of their new starter induction.
- 2.2. A *Lead for Supporting Children with Medical conditions* post will be created within school to oversee the provision for children with medical conditions
- 2.3. Teachers and support staff will receive regular and ongoing training as part of their development.
- 2.4. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

- Epi-pen training for First Aiders & staff
- Contact has started to be made with Epilepsy & Diabetes nurses

- 2.5. The Lead for procuring training regarding medical conditions is Miss Lynn Roberts. The Lead will liaise with the School Business Manager to ensure that appropriate training is provided
- 2.6. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 2.7. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 2.8. The School Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### 3. The role of the child

- 3.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 3.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 3.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 3.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

### 4. Educational Healthcare Plans (EHCPs)

- 4.1. Where necessary, an Educational Healthcare Plan (EHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 4.2. EHCPs will be easily accessible whilst preserving confidentiality.
- 4.3. EHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 4.4. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that a plan is in place that identifies the support the child needs to reintegrate.

### 5. Medicines

- 5.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 5.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 5.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

- 5.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 5.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 5.6. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.7. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 5.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 5.9. Medications will be stored in the Medical Room.
- 5.10. Any medications left over at the end of the course will be returned to the child's parents.
- 5.11. Written records will be kept of any medication administered to children.
- 5.12. Pupils will never be prevented from accessing their medication.
- 5.13. St. Patrick's Catholic College cannot be held responsible for side effects that occur when medication is taken correctly.

## 6. Emergencies

- 6.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 6.2. Where an Educational Healthcare Plan (EHCP) is in place, it should detail:
  - What constitutes a medical emergency?
  - What to do in a medical emergency?
- 6.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 6.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 7. Avoiding unacceptable practice

- 7.1. St. Patrick's Catholic College understands that the following behaviour is unacceptable:
  - Assuming that pupils with the same condition require the same treatment.
  - Ignoring the views of the pupil and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending pupils home frequently or preventing them from taking part in activities at school
  - Sending the pupil to the medical room or school office alone 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.

## 8. Insurance

- 8.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 8.2. Add details of the insurance arrangements your school has in place which cover staff providing support to pupils with medical conditions.
- 8.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Finance Officer.

## 9. Complaints

- 9.1. The details of how to make a complaint can be found in the Complaints Policy which can be accessed from the school website.

### Review

This policy will be reviewed annually in the summer term by the full Local Management Board.

Reviewed & amended: **June 2017**

To be 'Approved by Governors': **July 2017**

Review Date: **June 2018** (or sooner if necessary)

Chair of Governors:

Headteacher: