



St. Mary's Catholic Primary School

Supporting Children with Medical Needs Policy

Date: November 2020

Person Responsible: Mrs A Lopez (SENCO)

Review Date: Autumn 2021

This policy has been drawn up in accordance with the DfE Guidance: Supporting Pupils at School with Medical Conditions 2015

Most children will, at some time have a medical condition which may affect their participation in school activities. For many this will be short term: perhaps finishing course of medication. Other pupils will have a medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Children with complex medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff should take extra care in planning activities to ensure these pupils, and others, are not put at risk. In light of the COVID-19 pandemic, government guidelines will be followed with regards to additional care with regular cleaning and sanitising surfaces and using PPE where directed.

Rationale

St Mary's School is an inclusive community that aims to support and welcome pupils with medical conditions. We provide all pupils with all medical conditions the same opportunities as others at school. This will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We ensure that all staff understand their duty of care to children and young people in the event of an emergency. That staff are well supported and feel confident in knowing what to do in an emergency. We are aware that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. We are committed to ensuring that staff understand the medical conditions that affect children that they are working with and the common medical conditions that affect children across the school. There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on pupils and how to manage these.



1. This school is an inclusive community that aims to support and welcome pupils with medical conditions

- Wherever possible children with medical conditions are encouraged to take control of their condition in the way which is most appropriate to them and their learning needs. When children are reliant on adults to have their medical needs met, relationships are trusting and the child feels secure.
- We aim to include all pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions feel secure in the care their children receive at St Mary's.
- This policy is understood and supported by the whole school and local health community.

2. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

St Mary's has consulted on the development of this policy with a range of key stakeholders within both the school and health settings. The school recognises the importance of providing feedback to those involved in planning for and actively managing the medical needs of children in the school and is committed to working with all stakeholders to continue to develop this area in accordance with the changing needs of children at the school. This policy will be accessible to parents and staff in a range of ways including the school website.

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- There are clear procedures in place for all children in the event of an emergency. These measures include:

A whole school procedure in the event of paramedics being called to school which includes systems for the admin and premises manager and clear roles for all those involved.

First Aiders on site who will manage emergencies in the first instance.

Clear protocols for emergencies for individual children who have emergency medicines are kept in the Medi Alert Handbook and is updated regularly.

Staff trained appropriately to manage emergency situations when offsite.

Care plans for specific children which highlight any potential emergency situations and control measures are held in a confidential file.

Debriefing meetings as necessary.

Systems for supporting families when their children are taken to hospital.



Systems to ensure that relevant documents including are sent to hospital with a child as a matter of course.

- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows what has happened.
- In some situations, where an ambulance is not deemed necessary and as the result of consultation between the a First Aider, SLT and parents, alternative arrangements can be put in place in the best interests of the child. These may include taking the child home with a member of staff who knows them well or taking the child to the local hospital day clinic.
- All staff are aware of the most common medical conditions and needs at the school. Generic training is provided as a matter of course for large groups of staff where necessary e.g. epilepsy, anaphylaxis.
- Staff are fully conversant with the medical needs of individuals in their class and how to manage these. The school differentiates between new training and renewal training, providing more detail and opportunities for supervised practice when training is new.

4. The school has clear guidance on the administration of medication at school

Administration – emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication.
- If parents and health specialists determine they are able to start taking responsibility for their condition children are encouraged to administer their own asthma pumps with appropriate levels of supervision.
- Emergency medication is taken with children during any off-site or residential visits. In school, emergency medicines are stored in a secure but easily accessible location where there is a clear monitoring and recording.
- Children are comfortable and secure with the arrangements for a familiar member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration – general

- All use of medication defined as a controlled drug, is given under the supervision of appropriately trained and named members of staff. The school understands the importance of medication being taken as prescribed. Staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication. All members of staff administering medication have stated that they are willing to do so.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.



- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and that medication cannot be given without the correct prescriptive label.
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- Staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information and training as a matter of course at the beginning of the school year about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is documented in the Medi Alert Handbook and relevant risk assessments. Children always have competent members of staff accompanying them during offsite visits.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service from within the staff holding the relevant competencies. There are an adequate number of trained staff in each class to allow for staff absence to be covered.

Other record keeping

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the administering staff members, pupil, dose, date and time are recorded. This record is kept by the school in a secure location.
- Class staff are also expected to monitor and record any other significant medical events.

5. This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication.
- All pupils carry their emergency medication with them during any off-site or residential visits. In school emergency medicines are stored in a secure but easily accessible location.
- Staff know exactly where emergency medications are at all times.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a cupboard in a cool dry place. This may be in the school office or the first aid room.
- Medication is clearly labelled with the child's name and is stored alongside drug recording sheets.
- Staff ensure that medication is only accessible to those for whom it is prescribed.



Safe storage – general

- All controlled drugs are kept in a lockable cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- The expiry dates for all medication stored at school are checked routinely as part of administration routines.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labelled.
- All medication is sent home with pupils at relevant times in the year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely way. School staff are responsible for informing parents in good time when supplies are running out.

Safe disposal

- Out-of-date medication is sent home to parents

6. The school has clear guidance about record-keeping

Enrolment forms

- New parents are asked if their child has any health conditions or health issues on a separate set of forms which are part of the new starter pack.

Existing pupils

- The School team will update their records of health conditions, medicines and permissions as required.

Medical Alert Handbook

- This school uses a Medical Alert Handbook to record important details about what to do in an emergency, individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached if required.



- A letter is sent to parents of children with medical needs at the beginning of the year by the school / school nurse.
- The parents, member of the school and School Nurse are asked to complete all necessary information for the Medical Alert Handbook together.
- The School holds a centralised register of pupils with medical needs.
- The school nurse follows up with the parents any further details required or if permission for administration of medication is unclear or incomplete.
- Parents are supported to update their child's medical information if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Medical Alert Handbook is kept in a secure location and is easily accessible in an emergency. All copies are monitored and updated where necessary. The school ensures that all staff protect pupil confidentiality.
- The School seeks permission from parents to allow the Medical Alert Handbook to be given to relevant care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

Use of the Medical Alert Handbook

The Medical Alert Handbook is used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.

This school uses this information to help reduce the impact of common triggers to:

- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

7. Consent to administer medicines

- If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent giving the pupil or staff permission to administer



medication on a regular/daily basis, if required. Short courses of medication are recorded in the school office.

8. Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the Medical Alert Handbook, emergency protocols and other details.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent which gives staff permission to administer medication at night or in the morning if required.