



ST. JOSEPH'S
CATHOLIC PRIMARY AND NURSERY SCHOOL
'LEARNING TO LOVE, LOVING TO LEARN'

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
MEDICAL POLICY
Supporting Children with Medical Needs including
the Administering of Medicines and First Aid Policy**

Mission Statement

At St Joseph's we share a vision that together we are the architects of the future, building lives on the firm foundations of the Gospel. Inspired by Christian values we aim to provide love and security within a curriculum designed to meet the complex needs of all individuals, in order to prepare them to take their place in the ever changing world of today and tomorrow.

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Policy Statement and Principles

St. Joseph's is an inclusive community that welcome and supports children with medical conditions. We understand that pupils can suffer from long-term, short-term, chronic and acute illnesses and will provide for all pupils without exception or discrimination to the full extent possible given the appropriate training and support by specialist agencies. This includes both physical and mental conditions. St. Joseph's School will provide all pupils with medical conditions the same opportunities as all other pupils in the school, enabling them to play a full and active role in school life, remaining healthy and achieve their academic potential. This will be achieved through collaboration with parents/carers, and medical professionals/other specialists.

- The school ensures all staff understand their duty of care to children in the event of an emergency.
- School Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- At St. Joseph's we understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#) and will be reviewed annually in line with statutory guidance.

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation.

Staff, parents and pupils will be kept informed by school newsletters/parent mail, school's website and staff training.

Equal opportunities



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This school ensures that the whole school community is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Key Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. We provide effective support and work co-operatively with other agencies and ensure working partnerships between school staff, healthcare professionals, parents and pupils.

Parents and carers are responsible for:

- Keeping the school informed about any new medical conditions or changes to their child/children's health.
- Participating in the development and regular review of their child's Individual Healthcare Plan (IHP)
- Completing a parental consent form to administer medicine or treatment before bringing medicine into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- Ensure that they or other nominated adults are contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them
- Contributing to the IHP.
- Complying with the IHP and complying with administration of their medication.

The Governing body is responsible for:



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Section 100 of the **Children and Families Act 2014** places a duty on governing bodies.

- Ensuring arrangements are in place for supporting pupils at their school with medical conditions.
- Ensuring that the Policy does not discriminate on any grounds.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that sufficient staff have received relevant training and are competent to take on responsibility to support children with medical conditions and that staff have access to information, resources and materials.
- Ensuring written records are kept of any/all medicines administered to children.
- Ensuring the Policy sets out procedures in place for emergency situations.
- Ensuring that this policy is developed, implemented and reviewed annually.

The SENCo and Headteacher are responsible for:

- Making staff aware of this policy.
- Ensuring that this policy is in keeping with local and national guidance and frameworks and is implemented, kept up to date.
- Ensuring a sufficient number of trained staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring that IHPs are developed.
- Enabling two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Voluntarily holding 'spare' salbutamol inhalers for emergency use.

Staff members are responsible for:

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.



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- Taking into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they need help or immediate access to emergency medication.
- Undertaking training to achieve the necessary competency for supporting children with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, Epi pens and blood glucose testers to be held in accessible location following DfE guidance.

School Nurses/Other health professionals are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition.
- Supporting school staff to implement a child's Individual Healthcare Plan and provide advice and training.
- Liaising locally with lead clinicians on appropriate support.

School Nursing service: 0330 058 1679

Monitoring of Individual Healthcare Plans

At St. Joseph's, we use Individual Health Care Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Form A and Form B is sent to parents for consent on child's admission. See Admissions link.
- If a pupil has a short-term medical condition that requires medication during school hours, Form C is sent to the pupil's parents to complete.
- The Parents, healthcare professional and pupil with medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. It is then the Parents' responsibility to return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually this is represented in the table on the following page. Annex A.



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School Health Care Register

School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy

Ongoing Communication and Review of Individual Healthcare Plans

Parents will be asked to submit and update information on any changes to their children's medical condition as it arises.

Storage and Access to Individual Healthcare Plans

Pupils IHPs will be kept in the school office. School staff will have access to the information as required. New staff will be made aware of their pupils IHPs. All information is confidential. The information, with parents' permission, will be sent ahead to emergency care.

Individual Healthcare Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupils with a medical condition in their care
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- 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.
- Ensure that all medication at school is within the expiry date.
- Ensure that our 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.

Administration of medication

- At St. Joseph's we understand the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.



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- Our Governing body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our Insurance Policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Storage of medication

Safe storage – emergency medication (EpiPens)

- Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. These are kept in the school office and a trained first aider has access.
- All pupils have their own EpiPens stored in their classrooms which move with the child.
- Pupils are reminded to carry their emergency medication with them.

Safe-storage – non-emergency medication

- All non-emergency medication is kept in a lockable cupboard.
- Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.



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Safe storage – general

- Trained first aiders ensure the correct storage of medication at school.
- Trained first aiders check the expiry dates for all medication stored at school three times a year.
- Class teachers together with trained first aiders, parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of the dose. This includes all medication that pupils carry themselves.
- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- 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.
- Safe disposal of medication and sharp objects is adhered to.

Record Keeping

Form A is sent out at the beginning of the year, or on admission to the school, to ask about children's medical conditions.

The School Nurse sends Individual Health Care Plans to parents for completion. It is the responsibility of parents to return these to the school.

Form C is used and completed for short term medical conditions that require medication during school.

All medication that is administered to children is logged, Form D and E.

In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at St. Joseph's.

- In an emergency situation school staff are required under common law duty of care to act like any prudent parent/carer. **This may include administering medicine. See additional 'Guidance on the use of emergency salbutamol inhalers in school', Department of Health March 2015.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child's medical needs via the Individual Healthcare Plan.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in



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their care who may need emergency help. Supply staff are briefed on entry to school; when undertaking their commissioned duties.

- Information in Individual Healthcare Plans is also used to support transitional arrangements to another school and/or reintegration.
- In an emergency the pupils IHP will be sent ahead to emergency care.
- 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 will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of SLT and have details recorded in the Schools Critical Incidents book.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own medication (e.g. Epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Pupils are encouraged to keep spare supplies of emergency medication in a sealed container, clearly labelled in the Medical room or their classroom.
- For offsite activities, such as visits, school journey and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Unacceptable Practice

Our staff recognise that it is not 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 or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans.
- Send a child who becomes ill, to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.



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- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical conditions effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the SENCO in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

Appendix

- **FORM A:** Parental agreement for school to administer medicine for pupils with a Medical Condition. **(Parents/Carer)**
- **FORM B:** Healthcare Plan for Pupil with Medical Condition. **(Parents/Carer)**
- **FORM C:** Parental agreement for school to administer medicine for pupils with a short-term Medical Condition **(Parents/Carer)**
- **FORM D:** Record of medicine administered to an individual child. **(school)**
- **FORM E:** Record of medicines administered to all children **(school)**
- **FORM F:** Staff training record – administration of medicines **(school)**
Details of named First Aiders, roles and responsibilities
- **FORM G:** Contacting Emergency Services **(school)**
- **Department of Health 'Guidance on the use of emergency salbutamol inhalers in schools'. March 2015.**

POLICY REVIEW TERM: ANNUAL

Policy Reviewed: June 2024

Next Review: June 2025



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Appendix A: Being notified a child has a medical condition

