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"Called to love as God loves"

Supporting Children and Young People With Medical Conditions Policy

Version	Date	Amended by	Recipients	Purpose
1	February 2018 FGB Meeting	No Amedments	All Staff Governors Website	Update
1	November 2022 FGB Meeting	No Amendments	All Staff Governors Website	Reviewed at FGB Meeting – No Amendments

This document requires approval by governors

Name	Position	Date Approved	Version
Mrs C Williamson	Chair of Governors	February 2018	1
Mr Mike Aston	Safeguarding Governor	16 th November 2022 FGB Meeting	1

Distribution

This document has been distributed to:

Name	Position	Date	Version
	All Staff	November 2022	1
	Governors	November 2022	1
	School Website	November 2022	1

Introduction

St Mary's RC Primary is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at School. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, School has adopted the guidance published by the DCSF/Department of Health entitled "Supporting Pupils with Medical Needs: a good practice guide". This publication may be accessed through www.education.gov.uk.

All medical information received by school will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to staff at school.

Aim

This policy aims to:

- Provide a clear policy and set of procedures understood and accepted by staff, parents and students which provide a sound basis for ensuring that students with medical needs receive proper care and support at school; including access to school trips and sporting activities
- Make sure enough staff are suitably First Aid trained
- Develop and monitor Individual Health Care Plans
- Identify the necessary safety measures to support students with medical needs (including long term or complex needs);
- Define individual responsibilities for students' safety;
- Set out the procedures to ensure the safe management of any medications; and
- Define the School's emergency procedures.

Legislation and statutory responsibilities

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.

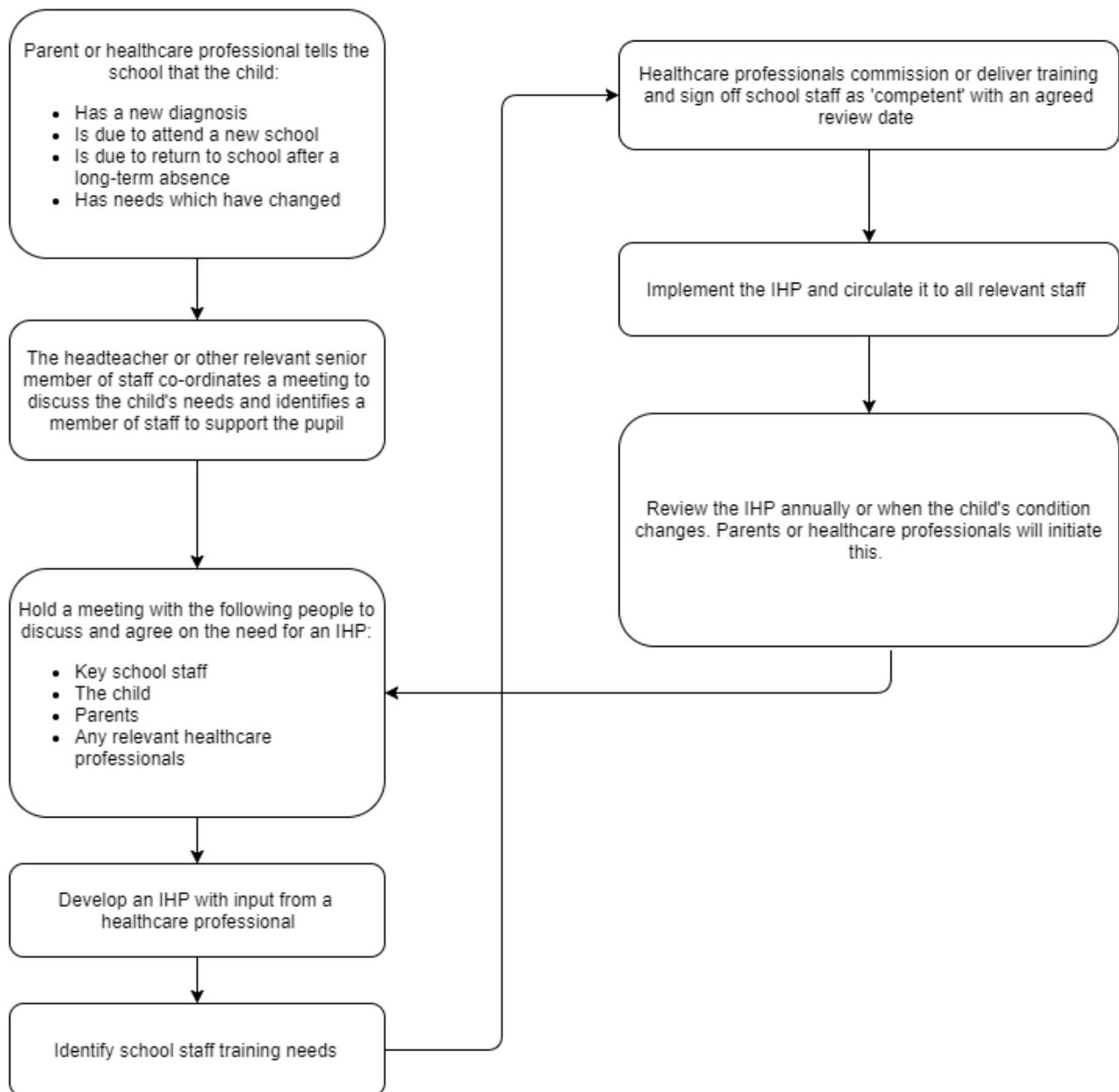
It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

Students with medical needs

Parents are requested to inform school of any medical information that they feel the school will need to care for individual students. In the first instance parents will be required to provide school with an Individual & Health Care Plan.

School, School Health Advisor and/or a relevant medical professional will be able to offer support to complete an Individual Health Care Plan, to ensure that the best interests of the child are met whilst they are in school.

Parents are responsible for informing the School of medical issues that arise during the student's time in the School.



4 Medicines in the School

Relevant Class Teachers or support staff should be informed of any medication brought into the School at any time.

Information regarding any prescribed medication should be made available to the student's Class Teacher or support staff.

In the event of any special form of administration of medication being required, the parent must contact the School so that arrangements can be made for this to occur.

Written permission must be obtained from parents for the administration of prescribed medication in the School.

5 Responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable

training and are competent before they are responsible for supporting children with medical conditions.

Parents

- Parents are responsible for making sure that their child is well enough to attend the School.
- Normally any prescribed medication should be administered at home. The School accepts, however, where it is a long term condition e.g. epilepsy, diabetes, that it may be necessary for some medication to be administered during School hours.
- Parents should provide the School with sufficient information about their child's medical condition and treatment or special care needed at the School.
- Parents are responsible for ensuring that these details are up to date.
- Parents are responsible for ensuring that any medicines that need to be administered during the School day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.
- Where appropriate, parents will be involved in drawing up a Healthcare Plan for their child with relevant Health Care Professionals and School.

The School

- No members of staff are obliged to give, or oversee the giving of medication to students.
- In the absence of the School Nurse, the Headteacher accepts responsibility, in Headteacher, for trained school staff giving prescribed medication during the School day.
- The School is responsible for requesting information concerning details of all students' medical conditions and treatment/care.
- The Headteacher, in consultation with the School Nurse, key Health Professionals and parents, is responsible for ensuring the formulation of individual Healthcare Plans where necessary.
- The members of staff in charge are responsible for ensuring that appropriate arrangements are made for students with medical needs during off-site trips and sporting activities.
- The Headteacher, in consultation with the School Nurse, is responsible for drawing up and implementing emergency medical procedures and First Aid arrangements.
- The Headteacher is responsible for ensuring that staff who agree to accept responsibility for administering prescribed medication to a student, have proper training and guidance organised by the School Nurse or other appropriate experts.
- The Headteacher is responsible for ensuring that all parents are aware of the School's policy and procedures for dealing with medical needs.
- The Headteacher is responsible for ensuring that accurate records of medical intervention are maintained in line with good practice guidance
- Staff must act in accordance with this policy when dealing with a medical situation including giving or overseeing the giving of prescribed medicine to a student.

- Ensuring the safe storage of medication

The School Nurse and Relevant Health Professionals

- Providing staff with guidance on medical conditions and how they may affect the education of individual students.
- In conjunction with parents (and medical practitioner where necessary) and the Headteacher, the School Nurse will be involved in the formulation of individual Health Care plans.
- In conjunction with the NHS Trust and the Headteacher, the School Nurse or relevant Health Professional, will be involved in advising and providing support for staff training on medical issues.
- The School Nurse will assist to organise appropriate training for staff volunteers, and will keep the Headteacher informed of progress.

Procedures

6 Illness in the School

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student should be sent to a First Aider, accompanied by another student or a member of staff if necessary.

The School has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home.

In more serious cases, where hospital attention is deemed necessary, the School will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance must be called and the parent contacted by the School. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the School will act in loco parentis and give permission for any emergency treatment.

7 School off-activities and visits

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.

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.

8 Policy on specific medical issues

The School welcomes all students and encourages them to participate fully in all activities.

The School will advise staff on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- An Anaphylactic Reaction

The School will keep a record of students who may require such treatment.

The School expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the School together with clear guidance on the usage of the medication.

The procedure for the storage of asthma inhalers, insulin and epi-pens etc. is decided by the School. Parents must ensure that the inhaler is in date, in a plastic tub/sealable plastic wallet, clearly labelled with their child's name and an up to date photograph. Medicines will be returned to parents to arrange for safe disposal when no longer required.

9 Monitoring and Review

This policy will be reviewed and approved by the governing board every 3 years.