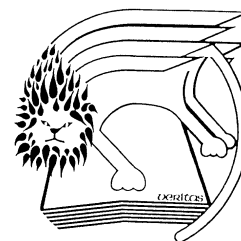


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<b>Governors' Committee</b>	Pastoral



St Mark's Catholic  
School

## SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

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### School Vision and Mission Statement

*The community of St. Mark's believes that every individual is created by God and is precious to God. Each person is called to serve God and their neighbour and to fulfil their potential.*

*St. Mark's is a Catholic School which has at its heart a love of God, the education of its students and a mission to serve our neighbours and community. We seek to foster a spirit of truth, reconciliation, justice and peace. We are committed to developing the spiritual, intellectual, moral, cultural, social and physical potential of all our members within a safe and supportive environment.*

### 1. Statement of Policy

St Mark's Catholic School shall ensure all staff understands their duty of care to children and young people, in the event of an emergency which affects their health or general well-being. Regular training and advice is offered to staff, particularly when individual pupils present with a specific medical condition, which requires a precise response, including the administration of medicines/minor treatment.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Risk assessments are undertaken where necessary to ensure that pupils are able to access a range of activities appropriately and safely. The medical conditions policy is reviewed, evaluated and updated annually and training needs are assessed at this point, or as necessary.

As an inclusive community, St Mark's Catholic School aims to support and welcome pupils with medical conditions. As such, we aim to provide all pupils with all medical conditions the same opportunities as other students at the school.

### 2. Objective

The "Supporting Pupils at School with Medical Conditions", is written to demonstrate compliance with the following requirements:

- Supporting pupils at school with medical conditions DfE 2015
- The Children and Families Act 2014

- SEN Code of Practice 2014
- The Special Educational Needs and Disability Regulations 2014
- Managing Medicine in Schools and Early Years Setting 2004
- The Care Standards Act 2000

### 3. Individual healthcare plans

All pupils with serious medical conditions will require a current “**Individual healthcare plan**”. Individual healthcare plans help us to effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful where medical conditions are long-term and complex. However, the majority of pupils will not require one.

The individual healthcare plans are easily accessible to all who need to refer to them, while preserving confidentiality. The plans should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child’s condition and the degree of support needed. This is important because different children with the same health condition may require very different support. **Individual healthcare plans are the responsibility of the Parent/Carer.** This plan should be annually reviewed by Parents/Carers (or earlier if need is evidenced, i.e. if the medical condition or treatment thereof alters in any way).

Plans are developed with the child’s best interests in mind and ensure that the school assesses and manages risks to the child’s education, health and social well-being. Where the child has a special educational need identified in a statement or EHCP (Educational Health Care Plan), the individual healthcare plan should be linked to or become part of that statement or EHCP.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child may need to reintegrate effectively.

#### Key features of the Policy

##### *i. The role of the school and staff*

St Mark’s Catholic School is an inclusive community that aims to support and welcome pupils with medical conditions.

- a. We understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school.
- c. Pupils with medical conditions are encouraged to take control of their condition. The School is committed to making them feel safe and confident in the support they receive.  
This school aims to include all pupils with medical conditions in all school activities.
- d. The school’s aim is to ensure that parents of pupils with medical conditions feel secure in the care their children receive at this school.

- e. The school ensures all staff understands their duty of care to children and young people in the event of an emergency.
- f. Staff feel confident in knowing what to do in an emergency.
- g. Staff are aware of the common medical conditions that affect children at this school. Designated staff receive training on the impact this can have on pupils.

There will be a register of designated staff who have received training regarding the pupils' conditions and in the administration of the required medications. Training must be updated at appropriate intervals and whenever a new type of device is brought into school. The register will be kept in the Welfare – Day Book Logs, in the medical office, available for all staff and any inspectors.

### *ii. Training of staff*

Staff understand and are trained in what to do in an emergency for all serious medical conditions at this school

- a. Designated teaching staff and key administration staff are aware of the serious medical conditions at this school and 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 with parental responsibility. This may include administering medication.
- b. The staff who work with pupils who have medical conditions at this school receive information about the pupils and know what to do in an emergency for the students. This is offered to all staff on a regular basis, for example annual training for the administration of epipen use.
- c. Lists of students suffering diabetes, epilepsy and severe allergies are posted in the staffroom and in the Medical office.
- d. 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.

### *iii. Administration and storage of medication at school*

- a. All pupils at St Mark's Catholic School with medical conditions have easy access to their emergency medication. All must carry and administer their own medication (ie: epipens and inhalers), when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits. Any pupil, who requires medication to be available for their use, either regularly or in an emergency, will have their health needs recorded including relevant details of their condition and medications they may be taking.
- b. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. This is in the medical room and is the case for all year 7 to year 13 students.
- c. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.
- d. Medicines should be administered and stored in accordance with the labels on them for that child and not for any other.
- e. Staff understand the importance of medication being taken as prescribed.

- f. For medication where no specific training is necessary, staff trained in first aid may administer prescribed and non-prescribed medication to pupils, but only with the written consent of the pupil's parent.
- g. For short term medication, parents have to write a letter to explain that their child is bringing in medication, the length of the prescription and when the medication needs to be taken.
- h. For long term medication, a HCP will be completed by the parents giving the same information as (g) above.
- i. **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.**
- j. All staff attending off-site visits should be made aware of any pupils with medical conditions on the visit. The trip leader will liaise with the school's Welfare Administrator. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Before day and residential trips take place, parents are asked to confirm that school records relating to medical/dietary requirements are correct.
- k. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- l. No out of date medication will be kept in school. Parents must take responsibility that all medication is still in date.

### **Storage of Medications**

All medications and delivery devices will be kept in a locked cupboard. The exception to this is spare EpiPen and inhaler storage (pupils must carry their EpiPen and inhaler with them), where current best practice stipulates it cannot be stored in a locked cupboard, to facilitate emergency access. Spare EpiPens and inhalers will be stored in the unlocked cupboard in the Medical office, to which all staff have access. Medications for all students (except paracetamol) will be labelled with names, expiry dates and stored appropriately.

**Pupils with a specific named condition must NOT attend school if the medication held by the school is not in date. The school gives telephone notification when the expiry date approaches.**

#### *iv. Whole school environment*

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

- a. The school is committed to providing a physical environment that is accessible to pupils with medical conditions. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- b. Staff ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school as well as extra-curricular activities and residential trips.

- c. All staff at the school are aware of the potential social problems that pupils with medical conditions may experience. Our Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- d. All classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities. We ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- e. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- f. Staff running trips understand that there may be additional medication, equipment or other factors to consider when planning residential visits. Consideration is given to what additional medication and facilities are normally available at school.

*v. Day trips, residential visits and sporting activities*

St Mark's Catholic School actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and does not prevent them from doing so. Teachers are aware of how a child's medical condition will impact on their participation and there is flexibility for all children to participate according to their own abilities with reasonable adjustments. All staff considers the reasonable adjustments they might make, to enable children with medical needs to participate fully and safely on visits. Following best practice, they carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will usually require consultation with parents and pupils and advice from the relevant healthcare professional / activity specialist to ensure that pupils can participate safely.

*vi. Requests for Painkillers on ad hoc basis*

For a student to be given paracetamol, parents have to complete a separate Paracetamol Consent Letter/Form when their child starts in year 7. This consents remains in place until child leaves after Yr11 or 13 unless parent informs school otherwise. New students in year 12 are also given the form to complete

**Appendix 1 – Medicines held in school sheet and Individual Health care plan (see next page)**

## MEDICINES HELD IN SCHOOL

(PLEASE ONLY COMPLETE THIS SIDE IF MEDICATION NEEDS TO BE HELD IN SCHOOL)

### **Request for school to administer medication/Child to self administer medication**

The school will not **give or supervise** your child's medicine unless you complete and sign this form, and the Deputy Headteacher has agreed that named school staff can **administer/supervise** the medication.

#### **DETAILS OF PUPIL**

Surname: \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Condition or illness: \_\_\_\_\_

#### **MEDICATION**

Name/Type of Medication (as described on the container): \_\_\_\_\_

For how long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_\_ Expiry date: \_\_\_\_\_

#### **Full Directions for use:**

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_ Special Precautions: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Procedures to take in an Emergency: \_\_\_\_\_

Self Administration:     **YES / NO**

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I understand that I must deliver the medicine personally to Matron in the **original package** provided by the pharmacist and accept that this is a service which the school is not obliged to undertake.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

PERMISSION FOR STAFF TO: ADMINISTER MEDICATION / SELF ADMINISTER MEDICATION GIVEN BY:
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DEPUTY HEADTEACHER: _____
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DATE: _____
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## HEALTH CARE PLAN

### Healthcare Plan for a Pupil with Medical Needs

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Condition or illness: \_\_\_\_\_

Name/Type of Medication (as described on the container): \_\_\_\_\_

Describe condition and give details of pupils' individual symptoms and needs during an emergency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

If your child's medical needs or medication change could you please contact **Matron Immediately**.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

