

**ST PANCRAS**



**St Pancras Catholic Primary School  
Managing Medical Conditions in School  
Policy**

Written	Ratified by Governing Body	Next Review
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St Pancras Catholic Primary School wishes to ensure that pupils with medical conditions receive appropriate support and care at school. This policy mostly applies to pupils with long term special medical needs.

### **Definition**

Pupils medical needs may be broadly summarised as being of two types:

- (a) Short-term: affecting their participation in school activities while they are on a course of medication.
- (b) Long-term: potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

## 1. Introduction

St Pancras Catholic Primary School have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their peers. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from December 2015, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** Teachers and other school staff in charge of pupils have a common law duty to act *in loco parentis* and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Schools follow the advice and guidance provided by the DfE, in particular ["Supporting pupils with medical conditions at school"](#) (September 2014). Advice should also be sought from the School Nurse.

### Aims

The School aims to:

- Assist parents in providing medical care for their children;
- Educate staff, governors and children in respect of special medical needs;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible;
- Monitor and keep appropriate records.

### Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## **Expectations**

It is expected that:

- Parents will be encouraged to cooperate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

## **2. Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. Sample templates are given in the Appendices to this policy. The person responsible for ensuring the implementation of this policy and medical needs in school is Lucille Martin. For the purpose of this policy, this person is referred to as the IHCP Lead.

The School SEND governor is kept informed of the numbers of pupils with MNiS via the termly SEND report. Governors will monitor the support for children with medical needs in school by providing the support and challenge needed to ensure the policy is compliant and implemented, that pupils with medical needs are enabled to have the fullest participation in school life and that staff have sufficient training to meet the medical needs in school.

### **Procedure when the school is notified that a pupil has a medical condition**

The *IHCP lead* will ensure a meeting is arranged with the parents as soon as possible after the school has been informed. The information may come from the parent, the school nurse, a health visitor or another medical professional. At the meeting the staff member will gather all the relevant information including diagnosis, signs and symptoms and a treatment plan. The meeting will also cover the emotional needs of the child or young person and include emotional support/counselling as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be trained within four weeks of the first notification. The headteacher will be kept informed of the operational implications of the health care plan. Risk assessments for children returning to school after severe/ongoing illness will be completed and re-visited as needs change/improve. Risk assessment proforma can be seen in appendices 10.

## The School's Right to Challenge

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The IHCP Lead may consult with relevant medical professionals such as occupational therapists etc.

The Executive Head teacher will be asked to give advice if there is a dispute between the parents and the school. Appendix one is a list of key contacts in Ipswich/ Suffolk.

## Staff Training

- Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school.
- The *IHCP Lead* will be responsible for monitoring and reviewing the quality of staff training.
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools.
- Temporary and supply staff will be given information by the school office (via supply notes given to all supply teachers) about individual children or young people who are likely to become ill and/or require medical intervention.

## Individual Health Care Plans

- The IHCP Lead will ensure that individual plans are written in partnership with the parent and relevant health care.
- The plan will be shared with relevant members of staff and reviewed annually or as appropriate if there are significant changes.
- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the school office (and on occasion in the classroom with medication), and not put on display unless this is agreed with the parents.
- Information about the child's medical condition will only be displayed in the staffroom or medical room if appropriate and **only with parents' permission**.
- Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

## 3. Medicines in Schools

**This applies to all pupils including those who do not have an individual health care plan.**

- Any parent can request that their child is given prescription medicine in school.
- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without parental consent unless there is a clear and dire emergency and/or ambulance/emergency personnel are in attendance.
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions.
- The prescribed dosage of medicine must be available at all times e.g. **two** 'Adrenaline auto-injectors' (sometimes referred to as Epi-pens) if the care plan/ dosage details two shots should be given.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP

to collect repeat prescriptions.

- At the end of the school year in July the school will return all medicines in store to the parents.
- Medicines will be safely stored in the school office or classroom (if necessary e.g. for asthma pumps or Epi-pens) or in the refrigerator in the staffroom/office if medicines need to be kept cool.
- A written record will be kept by the school office and stored in the school office.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.

#### **Arrangements for children who are competent to manage their own medicine in school**

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the headteacher who has a duty to ensure the safety of all children and young people.

#### **4. Record keeping**

Written records will be kept of all medicines administered to pupils. The record will be kept in the school office and include date, time, dosage and name of the member of staff who administers the medicine. The school has discretion around how many staff need to be present during the administration of medicine. Where pupils may have an exceptionally complex condition where there is a particular risk or concern, then as a matter of good practice a second person will be present where possible.

#### **5. Unacceptable Practice**

It is unacceptable to:

- require parents to attend school to administer medication or carry out personal care such as going to the toilet if this is difficult for parents to manage.
- prevent pupils from easily accessing their inhalers and medication.
- prevent pupils from drinking or eating if needed to manage their medical condition.
- assume that every pupil with the same condition needs the same treatment.
- ignore the views of the child or their parents, or ignore medical evidence unless there is good reason to challenge those views.
- exclude pupils from lunchtime or after-school activities because of a medical condition.
- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys.
- leave children who are ill unattended in a medical room or school office or any room.
- penalise parents if poor attendance is related to a long-term medical condition.

#### **6. Medical Emergencies**

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans. The Emergency procedure template can be seen in appendices 9.

This school holds a spare epipen and inhaler for children who are at risk of anaphylaxis or suffer from asthma. The school may administer this to a child in an absolute emergency, and ordinarily only with the advice from emergency professionals or parents (e.g. if advised on the telephone following a 999 call or parental verbal consent). The school may act without this if the situation is clearly critical and, on the balance of probability, the child is at risk without immediate access to medication.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act *in loco parentis* until the parents arrive. The member of staff *in loco parentis* will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

## **7. Day trips, residential visits and sporting activities**

The school will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity. Staff will (where possible) complete a pre-visit to ensure accessibility for pupils with disabilities and if this is not sufficient the trip will not go ahead.

## **8. Liability and indemnity**

The school buys into and are covered by the DFE Risk Protection Arrangement (RPA) Scheme. Cover includes all sums the school may become legally liable to pay (including claimants' costs and expenses) following death, injury or disease sustained by employees and arising out of and in the course of their employment by the school.

## **9. Complaints**

We will work with parents to ensure that children with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the School's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Trust complaints procedure.

## **10. LIST OF APPENDICES**

APPENDIX 1: Key roles and responsibilities

APPENDIX 2: Key contacts

APPENDIX 3: Individual Healthcare Plan template

APPENDIX 4: Parental agreement for setting to administer medicine template

APPENDIX 5: Record of medicine administered to all children template

APPENDIX 6: Contacting emergency services advice- a copy by each phone in the school

## **Appendix 1**

### **Key roles and responsibilities**

#### **1.1 The school 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
- 1.1.4 Ensuring the level of insurance in place reflects the level of risk.

#### **1.2 The Head of School/Governing Body is responsible for:**

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St Pancras Catholic Primary School.
- 1.2.2 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.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the trust is delivered to staff members who take on responsibility to support children with medical conditions
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

#### **1.3 The Head of School/IHCP Lead is responsible for:**

- 1.3.1 Keeping written records of any and all medicines administered to individual pupils.
- 1.3.2 The day-to-day implementation and management of the 'Supporting Pupils with Medical Conditions' Policy and procedures.
- 1.3.3 Ensuring the policy is developed effectively with partner agencies.
- 1.3.4 Making staff aware of this policy.
- 1.3.5 Liaising with healthcare professionals regarding the training required for staff
- 1.3.6 Making staff who need to know aware of a child's medical condition.
- 1.3.7 Developing Individual Healthcare Plans (IHCPs).
- 1.3.8 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.9 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.



#### **1.4 Staff members are responsible for:**

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

#### **1.5 School nurses are responsible for:**

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

#### **1.6 Parents and carers are responsible for:**

- 1.6.1 Keeping the school informed about any changes to their child/children's health.
- 1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3 Providing the school with the full dosage of medication their child requires and keeping it up to date.
- 1.6.4 Collecting any leftover medicine at the end of the course or year.
- 1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the *IHCP Lead*, other staff members and healthcare professionals.

## Appendix 2 – Key contacts in Ipswich

Condition/concern	Organisation	Contact
Health/weight	School Nursing Team	0345 607 8866 <a href="https://www.suffolk.gov.uk/children-families-and-learning/childrens-health/school-nursing/school-nursing-teams-in-suffolk/">https://www.suffolk.gov.uk/children-families-and-learning/childrens-health/school-nursing/school-nursing-teams-in-suffolk/</a>
Healthy living and weight management.	One life Suffolk. Lindbergh Road Ipswich IP3 9QX	01473 718193 <a href="https://onelifesuffolk.co.uk/contact-us/">https://onelifesuffolk.co.uk/contact-us/</a>
Mental Health	Suffolk Wellbeing	0300 123 1503 <a href="https://www.wellbeingnands.co.uk/suffolk/get-support/support-for-people-under-15/">https://www.wellbeingnands.co.uk/suffolk/get-support/support-for-people-under-15/</a>
Immunisation	Cambridge Immunisation Specialised Nurse Team	Sonia Pitman Ipswich 694172
Post sexual abuse	Fresh Start/New Beginnings 333 Felixstowe Road IP2 9BU	01473 353355 <a href="https://www.fsnb.org.uk/">https://www.fsnb.org.uk/</a>
Female Genital Mutilation(FGM)	Suffolk Refugee Support	01473 400785 <a href="https://suffolkrefugee.org.uk/">https://suffolkrefugee.org.uk/</a>
Children needing help/support (including FGM)	Childline	0800 1111 <a href="https://childline.org.uk/">https://childline.org.uk/</a>
HIV/AIDS	Terrence Higgins Trust 3-9 Arcade Street. Ipswich IP1 1EX	01473 393100 <a href="https://www.tht.org.uk/">https://www.tht.org.uk/</a>
Bereavement	Cruse Bereavement Care 19, Tower Street Ipswich IP1 3BC	01473 230888 <a href="https://www.cruse.org.uk/get-help/local-services/eastern-england/suffolk">https://www.cruse.org.uk/get-help/local-services/eastern-england/suffolk</a>
Suffolk Young Carers	Unit 6-8 Hill View Business Park Old Ipswich Road Claydon. Ipswich IP6 0AJ	01473 835477 <a href="https://suffolkfamilycarers.org/young-carers/">https://suffolkfamilycarers.org/young-carers/</a>
Advice	NSPCC	Help Line: 0808 800 500 Under 18 year olds: 0800 1111 <a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>
ADHD/ASD	Community Paediatricians St Helens House, Ipswich	01473 321200
Cystic Fibrosis	Ipswich Hospital	Karen Richards 01473 712233
Asthma	Ipswich Hospital	Claire Allen 01473 712233
Haemophilia	Ipswich Hospital	Lyndsey Walker 01473 712233
Epilepsy	Ipswich Hospital	Carolynn McCaskill 01473 712233
Diabetes	Ipswich Hospital	Emma Perkins 01473 712233
Stop smoking	Live Well Suffolk	<a href="http://www.nhs.uk/livewell/smoking">www.nhs.uk/livewell/smoking</a>
Anti-social Behaviour	Suffolk County Council	01473 433434 <a href="https://www.suffolk.gov.uk/community-and-safety/crime-and-public-safety/antisocial-behaviour-and-nuisance/">https://www.suffolk.gov.uk/community-and-safety/crime-and-public-safety/antisocial-behaviour-and-nuisance/</a>

### Appendix 3 – Individual Healthcare Plan

## ST. PANCRAS PRIMARY SCHOOL

### HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name		<b>photo</b>
Class		
Date of Birth		
Condition		
Medicines / equipment to be kept in school		
Date of review	Next Review Date:	

### CONTACTS

Name	Telephone Number	Relationship
		<b>Other relative/contact</b>

		<b>G P</b>
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**Description:**

### Precautions to take in School:

Food/conditions/activities that must be avoided:

Situations that require more supervision:

Action / Treatment required on a daily basis		
Mild Condition symptoms:	Moderate Condition symptoms:	Severe Condition symptoms:
<b>Action</b>	<b>Action</b>	<b>Action</b>

**Follow up care required:**

(\* delete as appropriate)Permission is given to all appropriate staff to administer the required treatment.

**Signatures**

(Parents) signature:.....

Headteacher signature: .....

**Appendix 4: parental agreement for setting to administer medicine**

ST PANCRAS CATHOLIC PRIMARY SCHOOL

**Request for the school to administer medication**

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed at the bottom of this page.

**DETAILS OF PUPIL**

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**MEDICATION**

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

Date dispensed \_\_\_\_\_

**Full Directions for use:**

Dosage and Method: \_\_\_\_\_

Timing: \_\_\_\_\_

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

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

Self Administration: \_\_\_\_\_

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

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature: \_\_\_\_\_ Parent/Carer

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

**LEGAL DISCLAIMER**

*I understand that neither the Headteacher nor anyone acting on his authority, nor the Governing Body, nor Suffolk County Council will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his authority, the Governing Body, or Suffolk County Council, as the case may be.*

Signature: \_\_\_\_\_ Parent / Guardian

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

**Appendix 5: record of medicine administered to all children**

Date	Pupils Name	Class	Medicine	Dose	Permission Given By Parent	Administered By	Time

## **Appendix 6: contacting emergency services**

### **Request an ambulance**

- dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone