



St. Michael's Church School

Supporting Pupils with Medical Conditions

Keeping Children & Adults Safe

Version: 2

Reviewed: December 2014

Approved: Full Governing Body

Date: December 2014

St. Michael's Church School
Policy for Supporting Medical Conditions

Statement of intent

St Michael's Church School ensures that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

OfSTED places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

a. **The Local Authority (LA) is responsible for:**

- i. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- ii. Providing support, advice and guidance to schools and their staff.
- iii. 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.

b. **The Governing Body is responsible for:**

- i. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St Michael's Church School.
- ii. 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.
- iii. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- iv. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- v. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual pupils and across the school population.
- viii. Ensuring the level of insurance in place reflects the level of risk.

c. **The Headteacher is responsible for:**

- i. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.

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- ii. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- d. **The Inclusion Leader is responsible for:**
- i. Ensuring the policy is developed effectively with partner agencies.
 - ii. Making staff aware of this policy.
 - iii. Liaising with healthcare professionals regarding the training required for staff.
 - iv. Making staff who need to know aware of a child's medical condition.
 - v. Developing individual Care Plans for pupils.
 - vi. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Care Plans in normal, contingency and emergency situations.
 - vii. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
 - viii. Contacting the school nursing service in the case of any child who has a medical condition.
- e. **Staff members are responsible for:**
- i. Taking appropriate steps to support children with medical conditions.
 - ii. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
 - iii. Administering medication, if they have agreed to undertake that responsibility.
 - iv. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
 - v. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- f. **School nurses are responsible for:**
- i. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
 - ii. Liaising locally with lead clinicians on appropriate support.
- g. **Parents and carers are responsible for:**
- i. Keeping the school informed about any changes to their child/children's health.
 - ii. Completing a parental request for school to administer medicine form before bringing medication into school.

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- iii. Providing the school with the medication their child requires and keeping it up to date.
- iv. Collecting any leftover medicine at the end of the course or year.

2. Definitions

- a. "Medication" is defined as any prescribed or over the counter medicine.
- b. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- c. A "staff member" is defined as any member of staff employed by St. Michael's Church School.

3. Training of staff

- a. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy.
- b. Teachers and support staff will receive regular and ongoing training as part of their development.
- c. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally: First Aid, Epi Pen, Asthma, Epilepsy and any other as necessary.
- d. The clinical lead for this training is the currently assigned school nurse.
- e. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing the appropriate training specific to the responsibility.
- f. No staff member may administer drugs by injection unless they have received specific training for this responsibility.
- g. The Inclusion Leader will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

4. Individual Care Plans

- a. Where necessary, an individual Care Plan will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- b. Care Plans will be easily accessible whilst preserving confidentiality.
- c. Care Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d. Where a pupil has an Education, Health and Care Plan or Statement of Special Educational Needs the Care Plan will become part of it.

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- e. Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that the Care Plan identifies the support the child needs in order to reintegrate.

5. Medicines

- a. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental request for the school to administer medicine form.
- c. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- d. Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- e. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- f. Medication will normally be stored in the Medical Room except Asthma medication which would normally be kept:
 - i. in the child's classroom or;
 - ii. for those children in KS2, on their person.
- g. Any medications left over at the end of the course will be returned to the child's parents.
- h. Written records will be kept of any medication administered to children.
- i. Medication will be administered by one member of staff and observed by another.
- j. Pupils will never be prevented from accessing their medication when required.
- k. St. Michael's Church School cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergencies

- a. Medical emergencies will be dealt with under the school's emergency procedures.
- b. Where an individual Care Plan is in place, it should detail:
 - i. what constitutes an emergency and;
 - ii. what to do in an emergency.

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- c. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher or other member of staff as appropriate.
- d. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.