



*Saint Joseph's*  
CATHOLIC SCHOOL

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## **Supporting Pupils with Medical Conditions**

**(Version 1.0 May 2017)**

<b><u>Success Criteria:</u></b>			
<b><u>Context/Aim:</u></b> The values of the governing body of St. Joseph's Catholic School are expressed in the school's Vision Statement. The general principles on issues of behaviour are derived from that statement and embodied in the Behaviour Policy.			
<b><u>Monitoring Procedures:</u></b>			
<b><u>By Whom:</u></b> Governors' Pastoral and Ethos Committee	<b><u>When:</u></b> Biennially	<b><u>How:</u></b> Reports to the Pastoral and Ethos Committee termly	
<b><u>Evaluation:</u></b>			
<b><u>By Whom:</u></b> Head teacher and the Pastoral & Ethos Governors Committee	<b><u>When:</u></b> Biennially	<b><u>How:</u></b> SLT and the Pastoral and Ethos Committee to review Policy	
<b><u>Revision History:</u></b>			
<b><u>Version</u></b>	<b><u>Approved and Ratified</u></b>	<b><u>Review Date</u></b>	<b><u>Additional notes</u></b>
1.0	May 2017	May 2019	New Policy

<b><u>Vision Statement:</u></b>
<p>St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.</p> <p>At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth and justice. We want each pupil to be healthy in mind, body and spirit.</p> <p>Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.</p> <p>We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.</p> <p>We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.</p> <p>We are committed to aspiring for excellence in all that we do for the sake of the Gospel.</p> <p>Head teacher</p>

## **Supporting Students with Medical Conditions Policy and Procedures**

### **Statement of Intent:**

Saint Joseph's Catholic School places the child at the heart of everything that we do. It is the intention that pupils with medical conditions receive appropriate care and support in school. This policy has been developed in line with recommendations from "Supporting pupils at school with medical conditions" (December 2015).

### **Roles and Responsibilities**

#### **The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.
- In individual cases where school need training, advice regarding this should come from the health professional involved with the child where appropriate.

#### **The Governing Body is responsible for:**

- Ensuring that the Supporting Students 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.
- Agreeing the policy and ensuring that it is fully implemented by the Headteacher.

#### **The Head teacher is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Saint Joseph's Catholic School.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all Students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose delivering the promises made in this policy.
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

#### **The SENDCo is responsible for:**

- Ensuring the policy is developed effectively with partner agencies.

- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Developing Individual Healthcare Plans (IHCPs).
- Contacting the school nursing service in the case of any child who has a medical condition.
- Managing the School Medical Officer and oversight of day-to-day procedures.

**The First Aider Team is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Saint Joseph's Catholic School
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Making staff who need to know aware of a child's medical condition.
- Has responsibility for organising and administering injections.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility. Medicines must be checked to be in date.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

**School nurses are responsible for:**

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

**Parents and carers are responsible for:**

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

**Definitions**

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.

- A “staff member” is defined as any member of staff employed at Saint Joseph’s Catholic School, including teachers.

### **Training of staff**

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers who undertake responsibilities under this policy will receive training externally as recommended by the Local Authority Medical Team.
- We will follow advice on training development as advised by the Local Authority Medical Team.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- Saint Joseph’s Catholic School will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### **The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.
- Students are not allowed to carry analgesics such as Paracetamol, Aspirin or Ibuprofen. If parents have given written or verbal permission they can be dispensed via the First Aider.

### **Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCo) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.

### **Emergencies**

- Medical emergencies will be dealt with under the school’s emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail: What constitutes an emergency. What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- The school does not dispense analgesics such as Paracetamol, Aspirin or Ibuprofen without verbal or written parental consent.
- 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.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.

### **Medications will be stored in the first aid office**

- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.
- Saint Joseph's Catholic School cannot be held responsible for side effects that occur when medication is taken correctly

### **Avoiding unacceptable practice**

- Saint Joseph's Catholic School understands that the following behaviour is unacceptable:
- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.

- Sending the student to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head teacher.

### **Complaints**

- The details of how to make a complaint can be found in the Complaints Policy.

## Appendix A: Asthma Policy

This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy.

### **Asthma Medicines**

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. This will be held separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however designated staff are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

### **Record Keeping**

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- All parents/carers of children with asthma are consequently sent an Asthma UK School Asthma Card (Available also from Asthma UK) to give to their child's doctor or asthma nurse to complete. Parents/carers are asked to return them to the school.

From this information the school keeps its asthma register, which is available to all school staff. School Asthma Cards (available from Asthma UK) are then sent to parents/carers of children with asthma on an annual basis to update. Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

### **Exercise and Activity – PE and Games**

- Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's asthma register.
- Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson. It is agreed with PE staff that each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.
- Classroom teachers follow the same principles as described above for games and activities involving physical activity. Pupils with asthma are encouraged to participate fully in all PE lessons.

### **Out-of-Hours Sport**

- There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.
- PE teachers, classroom teachers and out of hours school sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack.

### **School Environment**

- The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definitive No-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and sit in the school reception area if particular fumes trigger their asthma.