



## H9 Supporting pupils at St Mary's Catholic School with medical conditions

### Principles

- All pupils at St Mary's should be properly supported so that they have full access to education, including school trips and physical education. St Mary's is committed to ensuring that arrangements are in place so that we can meet the needs of pupils with medical conditions and ensure that they are able to play a full and active role in school life, remain healthy and achieve their academic goals.
- In making decisions about the support we provide, we will work with pupils, parents/carers and listen to and value their views. We will fully consider the advice of healthcare professionals.
- We will work with pupils, parents/carers and healthcare professionals to address the social and emotional implications associated with medical conditions. We will also consider the impact on the resources and personnel within the school community and in particular their competence to assist with or implement any measure that may be requested resulting from a medical condition, and be mindful of the potential impact on other learners.
- We will ensure that re-integration back into school following long term absence is properly managed and supported, so that pupils fully engage with learning and do not fall behind.
- We will work with pupils, parents/carers and healthcare professionals to manage the impact of frequent short terms absences to limit the impact on the pupils' educational attainment and emotional and general well-being.
- We will ensure that within reason staff are properly trained to provide the support that pupils need, so that parents and carers can have confidence in the schools' ability to provide effective support for their daughter/ son in school.

### Definitions

- **IHCP-** Individual Healthcare Plan
- **All staff** – all employees of the school; with very few exceptions, have been trained in basic first aid, and should offer assistance in emergencies.
- **First Aiders** – specific employees who have received more detailed training; their responsibilities are accidents and emergencies, and unforeseen illness. They may offer assistance to the named staff (see below) in unforeseen circumstances.
- **Named staff** – staff who have been trained to support pupils who are admitted to the school with known medical conditions. Each pupil in this category will have one named member of staff, and a named reserve, both of whom will be fully aware of the medical requirements of this particular child.



## Information Sharing

- Parents and carers must share information about their child's medical condition at the time of transfer or when a new diagnosis is made. It is the parents responsibility to inform the school of all known medical conditions to enable the school to fulfil the duty of care to the child. In all circumstances every effort will be made to ensure that arrangements are put in place within 2 weeks of notification.
- At the point of transfer to St Mary's, or at the time of a new diagnosis, parents and carers should make contact with the school and arrange a meeting with the Learning Coordinator. At this meeting they should share any relevant medical information and contact details for the healthcare professionals supporting their child. This will be reviewed by Mrs Tatman Assistant Headteacher and any necessary support put in place.
- If there is no formal diagnosis the Assistant Headteacher will make a judgement as to levels of support based upon the available evidence. IHCP's will be updated by parents when new medical information is provided. Where evidence conflicts, some level of challenge will be necessary in order to ensure that the right support can be put in place.
- Parents and carers should provide the school with sufficient and up-to-date information about their child's medical needs through for the completion and submission of the IHCP, which must be updated each academic year. They should inform the SENCO or Learning Coordinator of any changes that will require a variation in the level of support and needs of the pupil.
- Information will be shared with staff in a sensitive manner; all staff who need to know will be aware of the child's condition.
- The SENCO or First Aid Staff will ensure that information is shared with parents and carers about any incidents or cause for concern that have taken place during the school day.
- An up-to-date list of all pupils with medical conditions requiring support should be regularly shared with all staff by the SENCO and this information should be centrally kept on pupils' SIMS record.

## Role and Responsibilities

**The Governing body** - will make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They will ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. The governing body will ensure that sufficient named staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed. The oversight of this policy and its implementation will be overseen by the School Improvement committee of the governing body.



**The Headteacher** or delegated senior leader with responsibility for overseeing support for students with medical needs is Mrs Tatman– will ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. They will ensure that all staff who need to know are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse. The Headteacher or delegated member of the senior team has overall responsibility for the development of individual healthcare plans. They will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will delegate this to the **School Business Manager**

**The School Business Manager-** will ensure that the appropriate level of insurance is in place.

**SENCO-** will take a whole school lead on the support for pupils with medical conditions. He or she will maintain the strategic oversight of all pupils known to have a medical condition and work with the responsible Learning Coordinator, parents, carers and healthcare professional in order to ensure that St Mary's helps the child to manage their condition and overcome any potential barriers to getting the most out of their education. As part of routine procedures, the supply teacher induction pack details the support for pupils with medical conditions and that any concerns should be passed directly to the First Aid staff.

Assistant Headteacher Mrs Tatman will monitor IHCP's, ensuring that they are reviewed each year and all staff are informed of developments.

**SENCO** - as soon as the Headteacher is aware of a pupil with a medical condition he or she will delegate the planning for this pupil to the SENCO. The SENCO will ensure that the process for developing the individual healthcare plan is followed and implemented and implement a "Pupil Passport" if required

**School staff** - any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines where they have been trained to do so, although they cannot be required to undertake this duty. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.



**School nurse** - The School may have limited recourse to the services of a school nurse, who may in such circumstances, support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. The school nurse can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Specialist nursing teams who work with the individual child will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. When the School has recourse to the services of a school nurse, she will support and train both the named member of staff, any substitute, and first aid staff to ensure that they are confident and proficient in the medical procedure/ providing medication to support a pupil with a medical condition. The School has and can buy in appropriate training when necessary e.g. Epipen training.

**First Aid Staff** - will undertake sufficient training to ensure that, in a first aid situation, they are proficient in relevant first aid procedures.

**Named staff** – staff who have been trained to support pupils who are admitted to the school with known medical conditions. Each pupil in this category will have one named member of staff, and a named reserve, both of whom will be fully aware of the medical requirements of this particular child.

**Other healthcare professionals, including GPs and paediatricians** - should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes).

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents and Carers**– should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Local authorities** – are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation. Local



authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

**Providers of health services** - should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school. Providers of health service – including those in the private sector - are encouraged to share information wherever this is legally permissible.

**IHCP** - In some instances a healthcare professional may recommend the use of a condition specific IHCP (for example using the model provided by Diabetes UK). The IHCP must be personalised for the individual child and overseen by Mrs Tatman Assistant Headteacher to ensure the child's specific needs are met. These will be shared with all relevant staff and key details shared with all staff via the "Medical Needs" and SIMS school administration system . The School Office Manager will hold the central record of signed IHCPs. The IHCP will be reviewed according to the schedule set out within it.

### **Liability and indemnity**

The insurance policies covering St Mary's School provide cover for staff providing support for pupils with medical conditions. Insurance policies are accessible to staff providing such support. Insurance policies provide liability cover relating to the administration of medication. In the light of IHCPs individual cover may need to be arranged for any health care procedures. The SENCO/ Mrs Tatman will discuss this directly with the School Business Manager if required. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

### **Staff training and support**

- The SENCO will oversee the training and support for named staff supporting a pupil with a medical condition.



- In most cases a named member of staff (or a named substitute) will manage the routine medication and medical procedure support of a pupil with a medical condition. First aid trained staff will only administer medication in an emergency, on a trip or visit where the named person or substitute is not present, or other unforeseen circumstances. The relevant healthcare professional will lead on identifying and agreeing with St Mary's the type and level of training required to support a pupil with a medical condition. This will include an understanding of specific medical conditions they are being asked to deal with, their implications and preventative measures. The school nurse will support and train named staff where appropriate to ensure that they are confident and proficient in the medical procedure/ providing medication to support a pupil with a medical condition.
- All staff will be made aware of the school's policy for supporting students with medical conditions and their role in implementing the policy.
- Staff training will take place as necessary during the 2 weeks of preparation for the arrival of a child with a medical condition or following the information sharing about a new or changed diagnosis. This may take place during a Monday morning briefing slot or another appropriate staff training session. Notes from the session will be shared with all staff, including those who are unable to attend the briefing.
- New staff induction will include awareness training on the school's policy for supporting students with medical conditions and their role in implementing the policy.

### **Managing Medicines**

- Medicines should only be administered at St Mary's when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- First aid trained staff will administer non-prescription medication e.g. paracetamol when a parent/ carer has written a letter of explanation and consent, when a child has some symptoms but is otherwise able to attend school. Non-prescription medication must be provided that is in-date, labelled, provided in the original container as sold by a manufacturer and include instructions for administration, dosage and storage. Medication, eg for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. A note will be kept in the medical room log and the parents informed via the pupil planner.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours



- St Mary's will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions as given by a pharmacist or doctor for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- It is the parents' responsibility to ensure all medication is replaced/replenished when necessary. The School will liaise with parents to ensure that parents are fully aware of this responsibility.
- All medicines will be stored safely in the medical room. Children will know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children in the medical room and not locked away. This will be in clearly labelled boxes for efficiency.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so. This competency will be assessed by the Deputy Headteacher Miss McHugh. Passing a controlled drug to another child for use is an offence and pupils and parents will be informed of this. Monitoring arrangements may be necessary. St Mary's will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- Although it is expected that pupils will administer their own medicines unless it has been agreed by the Assistant Headteacher Mrs Tatman, office manager and parents that it is not safe to do so, named staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- First aid trained staff will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.
- The expiry dates of medicines will be checked once a half term by the office manager. Where a medicine's use by date is about to expire, the office manager will send a letter to this effect by recorded delivery, stating that no further medication can be administered unless new medicine is provided. This will be the end of the school's obligations in this regard.



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

St Mary's is committed to actively supporting pupils with medical conditions to participate in school trips and visits or in sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. St Mary's will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Risk assessments (OV5 on the Evolve system) will take account of the needs of any pupils with medical condition requiring support and the steps needed to ensure that these pupils are included. The visits coordinator will ensure that where necessary consultation with parents/carers and the relevant healthcare professional takes place to ensure that pupils can participate safely. The IHCP will include information for school trips.

### **Emergency procedures**

The IHCP for each child will clearly define what constitutes an emergency and explain what to do. This will include ensuring that all relevant staff are aware of emergency symptoms and procedures. Pupils should know that if an emergency occurs with any student they should inform an adult immediately.

If a child needs to be taken to hospital a member of staff will stay with them and if necessary accompany them to hospital by ambulance until the parent/ carer arrives.

### **Complaints**

Should parents/ carers be dissatisfied with the support provided they should discuss their concerns directly with the SENCO or Learning Coordinator. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure details of which are available on the school website. If the parent / carer is not satisfied following this process and if all other attempts have been exhausted and if the nature of the complaint comes within the scope of section 496/497 of the Education Act 1996, a formal complaint can be made to the Department for Education.

### **Review**

Governor Committee: School Improvement Committee

Date of review: September 2020

Next Review Date: September 2021