

**MEDICINE AND SUPPORTING PUPILS AT SCHOOL WITH MEDICAL  
CONDITIONS POLICY**

**ST THOMAS MORE RC PRIMARY SCHOOL**



**Mission Statement**

*“Based on the teachings of Jesus Christ and the Church and with the help of everyone involved in the school we aim to form a truly Christian community. We aim to help pupils acquire skills, attitudes and values from the curriculum and to help in their spiritual development. We will provide a happy, well ordered environment where everyone feels secure and loved. The school encourages children to be responsible members of the wider community”*

**Head teacher: Mr D McCorrison**

**Special Educational Needs Co-ordinator: Mrs A Quigg.**

**SENDCO at St Thomas More RC School from September 2014**

**Chair of Governors: Mr M Gifford**

**SEND Governor: Ms P Locke**

**Designated Teacher for Looked After Children: Mr D McCorrison**

**Designated Child Protection Teacher: Mr D McCorrison**

**St Thomas More RC Primary School**

**Evesham Road,**

**Alkrington,**

**Middleton, Manchester, M24 1PY**

**0161 643 7132**

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**<http://www.stthomasmorerc.co.uk/>**

## St Thomas More RC Primary

### Medicine and Supporting Pupils at School with Medical Conditions Policy

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at St Thomas More RC Primary School 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. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent 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.

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our school website.

### Policy Implementation

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to Mr D McCorrison, Headteacher. He will also be responsible for ensuring that sufficient staff are suitably first aid trained, within validity and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. Mrs A Quigg, Assistant Headteacher and Senco, will be responsible for briefing supply teachers, and for the monitoring of individual healthcare plans.

Mr S Cowen, Deputy Head, will be responsible for risk assessments for school visits and other school activities outside of the normal timetable.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

### Definitions of Medical Conditions:

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

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

### The Role of Staff at St Thomas More RC Primary

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and the St Thomas More RC Primary SEN Information Report and SEN Policy.

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. School staff, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests, as determined by a multi-agency team, because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence.

Staff must only give prescription medicines or undertake health care procedures with appropriate training and when they feel competent to do so (updated to reflect any Individual Health Care Plans).

At St Thomas More RC Primary, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurses, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication linked to the individuals training needs. Proper training is defined as what is needed for the individual child by a multi- agency team

Parents are asked to come into school to administer the required dosage of non-prescribed medicine during lunch or playtime. Prescribed medicines are not to be administered by teaching staff, but by first aid trained support staff, when they feel competent to do so.

### Asthma medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom.

When a child complains of feeling unwell due care and consideration should be shown. Children who are clearly not well enough to continue with lessons should be considered for sending home and the office notified.

Staff should be wary of complying with parents requests to have their children kept in at break time because of illness e.g. coughs and colds. In the main, children who are well enough to attend school should be well enough to engage in all normal activities including outdoor break times, P.E. / swimming and games. If staff are in any doubt about this matter they should refer parents to the Headteacher or Deputy Headteacher.

All members of staff must remember to record all accidents in the Accident Book located in the office. First Aid equipment and materials are kept in a number of locations about the school. A First Aid box can be located in each of the following areas:-

- Reception Class
- Outside the Staff room
- KS1 Department
- Business Manager's Office
- Nursery Class

It is the First Aiders responsibly to keep the first aid equipment and materials stocked up. Stock will be replenished on a need to basis.

### **Procedures to be followed when Notification is received that a Pupil has a Medical Condition**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at St Thomas More RC Primary, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to St Thomas More RC Primary mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, St Thomas More RC School will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We will ensure that arrangements give Parents/Carers and pupils confidence in the school's ability to provide effective support for medical conditions in school.

The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need. School will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

School 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. School will make sure that no child with a medical condition is denied admission or prevented from attending St Thomas More RC Primary because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by Mr D McCorrison, Headteacher or Mrs A Quigg, SENCO. Following the discussions an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

### **Individual Health Care Plans**

Individual Health Care Plans will be written and reviewed by Mrs A Quigg but it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school. Individual Healthcare Plans will help to ensure that we effectively support pupils with medical conditions. They will 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. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex.

However, not all children will require one. School, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher, Mr D McCorrison, is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Annex A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will 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. Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan. Annex B shows a template for the Individual Health Care Plan and the information needed to be included. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Lead Professional (usually the SENCO) with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child.

Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the school.

At school we will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed 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 wellbeing and minimises disruption. Where the child has a SEN identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan.

Annex B provides a template for the Individual Health Care Plan but it is a necessity that each one includes;

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from Parents/Carers and Mr McCorriston for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be school's responsibility to write or review.

### **The Child's Role in managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, school staff will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the school office to ensure that the safeguarding of other children is not compromised. At school we also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then appropriate staff should help to administer prescribed medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

### **Managing Medicines on the St Thomas More RC Primary Site**

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the school 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 Parents/Carers written consent.
- We will not administer non-prescription medicines to a child, if a Parent/Carer wishes a child to have the non-prescription medicine administered during the school day, they will need to come to school to administer it to their child.
- School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- Parents are required to complete a consent form prior to prescribed medications being left at school.
- All medicines will be stored safely in the school office, except those that need to be refrigerated. Children should 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 should be always readily available to children and not locked away; these will be stored in the classroom cupboards where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that there is an inhaler in the classroom at all times.
- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions. School 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 the school should be noted. These records will be kept in the Business Managers Office

Annex C and Annex D outline these procedures.

Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.

When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps. They should remain closed at all times and be kept in a place out of the reach of children.

### **Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans

- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require Parents/Carers, or otherwise make them feel obliged, to attend the school to administer prescribed medication or provide medical support to their child, including with toileting issues. No Parent/Carer should have to give up working because school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

### **Complaints**

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the School's Compliments and Complaints Policy.

**This policy was agreed at the Full Governors Meeting on \_\_\_\_\_**

**Signed: chair of Governors \_\_\_\_\_**

**A Quigg**

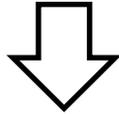
**October 2015**

**This policy will be reviewed in Autumn 2018**

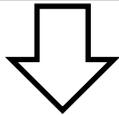
**Policy No:**

**Annex A**  
**Model Process for Developing Individual Health Care Plans**

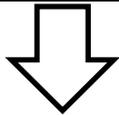
**Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long term absence, or that needs have changed**



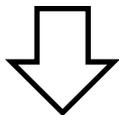
**Head Teacher or Senco, co-ordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to pupil**



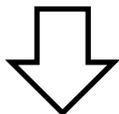
**Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate ( or to consider written evidence provided by them)**



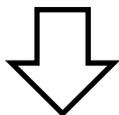
**Develop IHCP in partnership – agree who leads writing it. Input from healthcare professional must be provided**



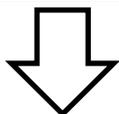
**School staff training needs identified**



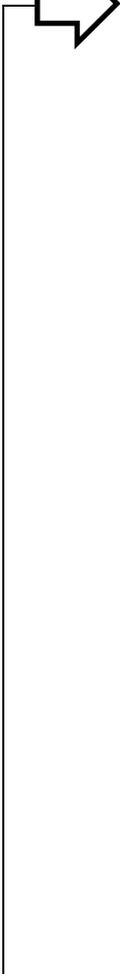
**Healthcare professional commissions / delivers training and staff signed off as competent - review date agreed**



**IHCP implemented and circulated to all relevant staff**



**IHCP reviewed annually or when condition changes. Parent or healthcare professional to initiate**



**Annex B**

**St Thomas More RC Primary Individual Health Care Plan**

<b>Child's Name</b>	
<b>Class</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Medical Diagnosis or Condition</b>	
<b>Date</b>	
<b>Review Date</b>	

<b>Name of Parent/Carer 1</b>	
<b>Contact Numbers</b>	<b>Work:</b> <b>Home:</b> <b>Mobile:</b>
<b>Relationship to Child</b>	
<b>Name of Parent/Carer 2</b>	
<b>Contact Numbers</b>	<b>Work:</b> <b>Home:</b> <b>Mobile:</b>
<b>Relationship to Child</b>	

<b>Clinic/Hospital Name</b>	
<b>Contact Number</b>	
<b>GP Name</b>	
<b>Contact Number</b>	

**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

**Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision**

**Daily care requirements**

**Specific support for the pupil's educational, social and emotional needs**

**Arrangements for school visits/trips etc.**

**Other information**

--

**Describe what constitutes an emergency and the action to take if this occurs**

--

**Who is responsible in an emergency, state if different for off-site activities**

--

**Staff training needed/undertaken – who, what, where, when**

--

**Plan developed with**

**Signed**


**Form copied to**

--



Parental agreement for school to administer prescribed medicine

Please complete this form prior to giving prescribed medicines to school to administer to your child

Please complete in block letters.

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Reason for Medication \_\_\_\_\_

**Prescribed medicines** – the doctor has prescribed (as follows) for my child:

Name of Drug	When	Dosage	Route – oral / eye / ear

\_\_\_\_\_ can administer own medication / requires supervision to administer medication / needs assistance to administer medication.

I request that the treatment be given in accordance with the above information by appropriate staff within the school. I understand that it may be necessary for this treatment to be carried out during educational visits and other school outings, as well as on the school premises.

I will supply the school with the medicines in the original containers with the dispensing labels on, as provided by the Dispensing Chemist.

I can be contacted on the following numbers:

- Name:
- Home:
- Work:
- Mob:

Signed.....

Date.....



# Saint Thomas More R.C. Primary School

Senior Management Team

Headteacher: Dou McCarriston B Ed(Hons)

Deputy Headteacher: Stephen Cowen (B.Sc)

Parental agreement for school to administer prescribed medicine

Please complete this form prior to giving prescribed medicines to school to administer to your child

Please complete in block letters.

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Doctor's Name \_\_\_\_\_

Doctor's Address \_\_\_\_\_

Reason for Medication \_\_\_\_\_

Prescribed medicines – the doctor has prescribed (as follows) for my child:

Name of Drug	When	Dosage	Route – oral / eye / ear

\_\_\_\_\_ can administer own medication / requires supervision to administer medication / needs assistance to administer medication.

I request that the treatment be given in accordance with the above information by appropriate staff within the school. I understand that it may be necessary for this treatment to be carried out during educational visits and other school outings, as well as on the school premises.

I will supply the school with the medicines in the original containers with the dispensing labels on, as provided by the Dispensing Chemist.

I can be contacted on the following numbers:

Name:

Home:

Work:

Mob:

Signed.....

Date.....

Roskew Road, Altrington, Middleton, Manchester M24 1PY  
Telephone: 0161 643 7132 – Email: office@stthomasmore.rc.schdelsch.uk

Turning Potential into Achievement

**Annex C**

**St Thomas More RC Primary Record of Medicine Administered to an Individual Child**

<b>Child's Name</b>	
<b>Class</b>	
<b>Date medicine provided by Parent/Carer</b>	
<b>Quantity received</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Quantity returned</b>	
<b>Dose and frequency of medicine</b>	
<b>Staff signature</b>	
<b>Parent/Carer signature</b>	

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

