



SURREY COUNTY COUNCIL  
DIOCESE OF ARUNDEL AND BRIGHTON



# St. Peter's Catholic Primary School

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

### Mission Statement

**St Peter's – building firm foundations for life**  
**We care for others**  
**We achieve our best**  
**We grow in faith**

### Policy Rationale

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 the 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, and 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 with supplying the school with accurate and up-to-date 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 lies with Richard McKenzie, Headteacher. He will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover, to ensure that someone is always available and on site.

Jacqui Shabankareh, Deputy Headteacher, will be responsible for briefing supply teachers, risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans.

All staff will be expected to show a commitment to 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 Peter's Catholic Primary School**

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 either a Statement of Special Educational Needs, or an 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 Peter's Catholic Primary School SEN Information Report.

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. The school, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions have full access to the school curriculum, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and may 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 not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At the school, we recognize that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals including the school nurse team, with whom we have a close working relationship, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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

We will ensure that the correct procedures are 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 in Reception at St Peter's Catholic Primary School, arrangements will be in place in time for the start of the school year. In other cases, such as a new diagnosis or children moving to St Peter's Catholic Primary School mid-term or mid-year, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, the school will take into account that many of the medical conditions that require support at school will affect the child's 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. The school 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. The school will ensure that arrangements are clear and unambiguous about the need actively to support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The 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. The school will make sure that no child with a medical condition is denied admission or prevented from attending school 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.

The 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 is conflicting, a robust dialogue may be necessary to ensure that the right support can be put in place. This will usually be led by Jacqui Shabankareh, SENCO or Richard McKenzie, Headteacher. 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 Debbie Hussey or Jacqui Shabankareh, 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 the school effectively supports 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. The 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, Richard McKenzie, 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 Appendix 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. Appendix 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 the plan is finalised and implemented rests with the school.

The school will ensure that Individual Health Care Plans are reviewed at least termly or more frequently 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 well-being 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.

Appendix B provides a template for the Individual Health Care Plan, which must include:

- 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 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 the 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 parent/carer, that a child is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans and will especially apply in Year 6 (see below).

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 office to ensure that the safeguarding of other children is not compromised or in the classroom if they may be required in an emergency. The school does also recognize 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 relevant staff should help to administer 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 Peter's Catholic Primary School 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 parent's/carer's written consent (or in certain cases, verbal permission);
- We require parents/carers to complete a form, giving permission for the school to administer prescription medicines. The Pupil Medication Request Form can be found in Appendix E;
- If a parent/carer wishes a child to have a non-prescription medicine administered during the school

day, they will also need to complete a Pupil Medication Request Form (Appendix E) at the school office and provide named medicine for use in school. Occasionally, verbal permission may be sought from a parent/carer, e.g. if the child has an insect sting or is in pain;

- The school will only accept prescribed medicines that are in-date, labeled, 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;
- All medicines will be stored safely in the school office (except for those requiring potential emergency use, such as asthma inhalers, blood glucose testing meters and adrenaline pens - see below). Children should know where their medicines are at all times and be able to access them immediately;
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children; these will be stored in lockable cupboards in each classroom, where both class teacher and child (if age-appropriate) will be taught how to access them. If a child requires an asthma inhaler/adrenaline auto-injector, it is crucial that there is an device in the school at all times;
- In Year 6, the school will seek parental permission to allow Year 6 pupils to manage their own inhalers and adrenaline auto-injectors, in preparation for their transfer to secondary school, when they will be expected to manage them independently. Where parental permission is given, children will be allowed to keep their medication in their school bag;
- Where a pupil has been diagnosed with asthma and has been prescribed an inhaler, each pupil must have two working, in-date inhalers in school, clearly labelled with their name. One inhaler will be kept in the school office, and one in the lockable cupboard in the classroom;
- In the event of a pupil displaying symptoms of asthma, and if their inhaler is not available or is unusable, the school will administer an inhaler held by the school for such emergencies. Written parental permission will be obtained in advance of any emergency use;
- Where a pupil has been diagnosed with anaphylaxis and has been prescribed an adrenaline auto-injector, each pupil must have two working, in-date adrenaline auto-injectors in school, clearly labelled with their name. One auto-injector will be kept in the school office, and one in the lockable cupboard in the classroom;
- In the event of a pupil displaying symptoms of anaphylaxis, and if their adrenaline auto-injector is not available or is unusable, the school will administer adrenaline auto-injector held by the school for such emergencies. Written parental permission will be obtained in advance of any emergency use.
- 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. If a child requires an adrenaline auto-injectors, BOTH the one in the office and the one in the classroom should be taken, in case a second dosage is required;
- Staff administering medicines should do so in accordance with the prescriber's instructions. The 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. Appendix C and Appendix 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;
- Office staff have a systematic system of raising awareness of who has received medication/first aid through the use of stickers and they closely monitor records of who has been sent home early and why;
- 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.

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/carer; or ignore medical evidence or opinion, (although it 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 unaccompanied or with someone unsuitable;
- penalize 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 medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs;
- 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**

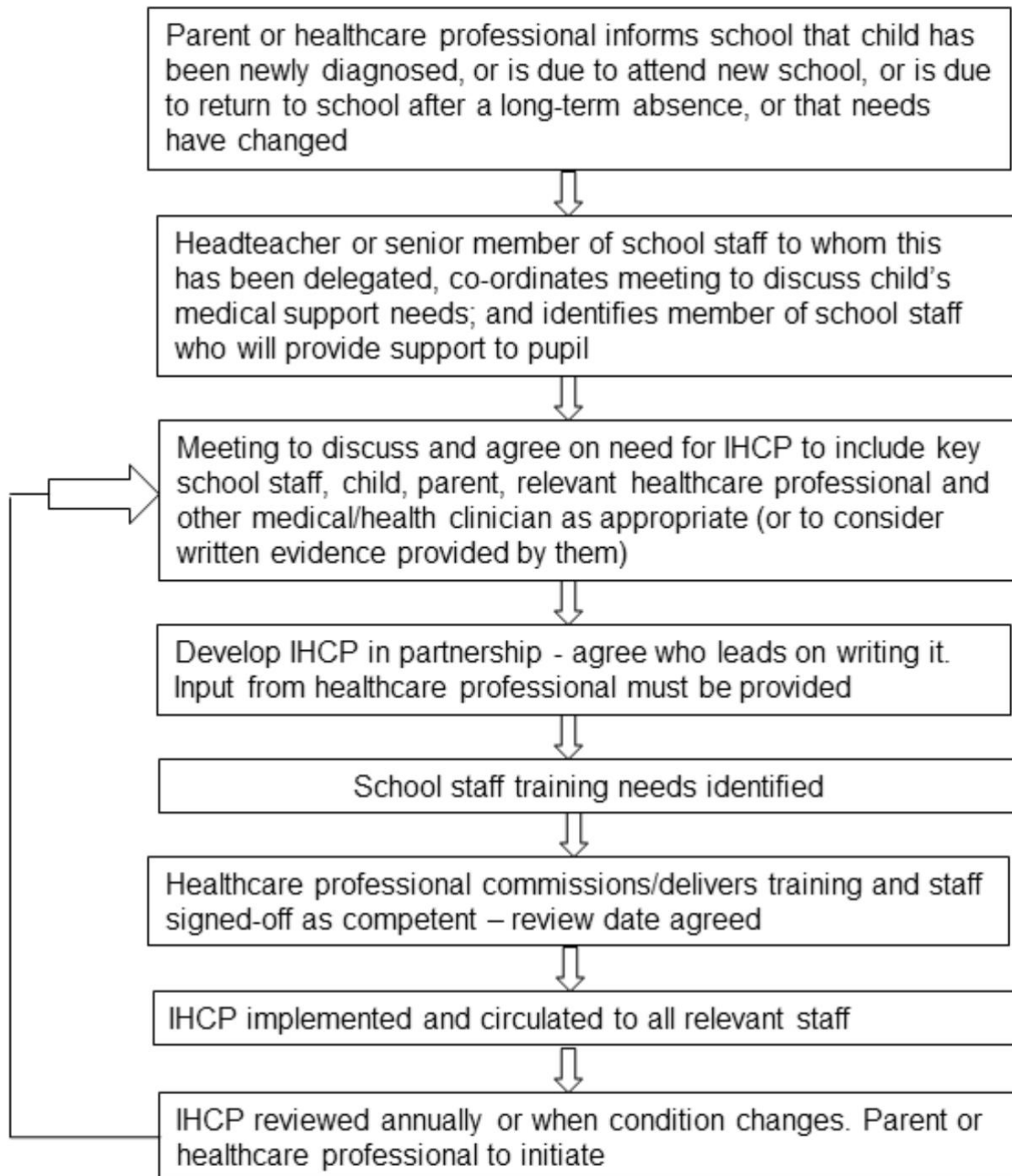
Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy.

**Policy Date: Autumn 2021**

**Review Date: Autumn 2022**

## Appendix A

### Model Process for Developing Individual Health Care Plans



**Appendix B**

**St Peter's Catholic 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>	Work: Home: Mobile:
<b>Relationship to Child</b>	
<b>Name of Parent/Carer 2</b>	
<b>Contact Numbers</b>	Work: Home: Mobile:
<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**



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**Daily care requirements**

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

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

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**Other information**

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

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

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

Plan developed with	Signed

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**Form copied to**

## Appendix C

### St Peter's Catholic Primary School - 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>			



**Appendix E**

**PUPIL MEDICATION REQUEST FORM**

**St. Peter's Catholic Primary School**

**Child's Name:** .....

**Address:** .....

.....  
.....

**☎ Parent's Home:** ..... **☎ Work:** .....

**☎ G.P:** ..... **☎ Mobile:** .....

**Condition or Illness:** .....

**Please tick the appropriate box**

- My child will be responsible for the self-administration of medicines as directed below
- I agree to members of staff administering medicines/providing treatment to my child as directed or in the case of an emergency, as staff consider necessary.

**Signed**..... **Date** .....

(parent/carer)

Date	Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine

**Special instructions:**.....

**Allergies:**.....

**Other prescribed medicines child takes at home:** .....

**Note:** Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly