St Mary's Catholic Primary School

Medical and Healthcare Needs Policy

May 2024

Learning and Loving
Caring and Sharing
through
The message of Christ

St Mary's Catholic Primary School is a happy community where we are loved and valued as individuals.

As Disciples of Jesus, we learn together, pray together and celebrate together as one in God's love.

Together with parents/carers, the parish and the wider community, we prepare our children to live and build God's kingdom on earth.

St Mary's Catholic Primary School is an inclusive school community that aims to support and welcome pupils with health care needs and medical conditions.

All staff at Saint Mary's understand that they have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. All learners with healthcare needs will be properly supported so that they have full access to education, including trips and physical education.

Section 175 of the Education Act 2002 "places a duty on local authorities and governing bodies to make arrangements to ensure their functions are exercised with a view to safeguarding and promoting the welfare of children in school or another place of learning. This includes supporting children with healthcare needs."

St Mary's Primary School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Many learners will have a short-term healthcare need at some point. With appropriate support they should be able to regularly attend and take part in most activities. However, some learners may have significant or long-term healthcare needs affecting their cognitive or physical abilities, their behaviour or their emotional state, which may require additional support.

We adopt a collaborative approach when making decisions around supporting pupils with healthcare needs. This includes listening to the wishes and advice of the learner, parent, education and health professionals. The best interests of the learner must be the primary concern when making decisions which affect them.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this

Where possible, Saint Mary's Primary School aims to include all pupils with medical conditions in all school activities.
Saint Mary's Primary School ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

It is understood that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation.

Parents are informed about the medical needs policy:

- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

School staff are informed and reminded about the medical needs policy

- In the Staff Handbook
- At scheduled medical conditions meetings/training

First Aid trained staff understand and are trained in what to do in an emergency or to manage the most common serious medical conditions at this school.

First Aid trained staff are aware of the most common serious medical conditions at this school.

Staff at Saint Mary's Primary School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

First Aid trained and PE / PPA staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.

Training for specific medical conditions is refreshed for all staff at least once a year.

Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff room and in class data folders on Google Drive

All staff understand the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- To contact a Senior Member of staff
- Inform parents

Training is refreshed for all staff at least once a year.

Action to take in a general medical emergency is displayed in prominent locations for staff, i.e. bays and shared areas

If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet an ambulance at A & E.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- School staff will provide information on pupils' medical conditions to temporary or supply staff, as appropriate.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP (Individual Healthcare Plan) should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing within emergency care settings.

All staff understand and are trained in the school's general emergency procedures.

• All staff know what action to take in an emergency and receive updates at least yearly.

• If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

In St Mary's there is clear guidance on providing care and support and administering medication at school.

• All staff understand the importance of medication being taken and care received as detailed in the pupil's IHP.
• The Headteacher / ALNCo will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
*There is an appropriate level of public insurance and liability cover in place organised through the LA
• Designated school staff members will only supervise the administering of medication (prescription or non-prescription) to a child with a parent's written consent. In exceptional circumstances, medication may be administered without parent consent and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
• The Headteacher will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit. This may include overnight stays.
• Parents at this school understand that they should let the school know immediately if their child's needs change.
*If a pupil misuses their medication, or anyone else's, their parent will be informed immediately.

There is clear guidance on the storage of medication and equipment in St Mary's.

• All staff understand what constitutes an emergency for an individual child with a medical condition. Emergency medication/equipment is readily available wherever the child is in the school/ during off-site activities and is not locked away. Pupils may carry their emergency medication with them if they wish /if this is appropriate.
• Pupils may carry their own medication/equipment, or they should know exactly where to access it.
• Pupils can carry controlled drugs (e.g. insulin) where appropriate, otherwise controlled drugs (e.g. Ritalin) will be stored securely in the school office/ classroom with only named staff having access.

Designated staff may administer a controlled drug to a pupil once they have had specialist training.
• All medication is stored safely and pupils with medical conditions know where it is at all times and can access it when needed.
• Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. School will inform parents if medication is due to expire.
• Sharps boxes are kept securely at school and will accompany a child on off-site visits, if appropriate. They are collected and disposed of in line with local authority procedures.

All staff follow clear guidance on record keeping.

• Parents are issued with a medical information form on enrolment at St Mary's and this is reissued annually
• An IHP is provided by the relevant healthcare professional body to record the support an individual pupil needs in relation to their medical condition. The IHP is developed with the pupil (where appropriate), parents, school staff, specialist nurse (where appropriate) and relevant healthcare services.
• IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
• The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care
• The pupil's confidentiality is protected at all times in St Mary's.
• Permission from parents is sought before sharing any medical information with any other party.
• The ALNCo, class teachers, relevant school staff, the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded and added to the pupil's IHP which will accompany them on the visit.
• An accurate record of the supervised administration of medication is kept, including the dose, time, date and supervising staff.
• The Headteacher and ALNCo makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional

and/or the parent. An up-to date record of all training undertaken is maintained.

The whole school environment in St Mary's is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

• At St Mary's we are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This includes accessibility to out-of-school activities.
• At St Mary's, the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
• All staff are aware of the social barriers pupils with healthcare needs may experience and how this may lead to bullying and social exclusion. A proactive approach is adopted to remove any barriers.
A range of cross- curricular opportunities are used to raise awareness of medical conditions to help promote a positive environment.
• At St Mary's we understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
• We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
• All staff ensure that pupils have the appropriate medication/ equipment/ food with them during physical activity.
• At St Mary's we ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
*The Governing body recognises its responsibility to ensure the school actively supports all learners with healthcare needs to participate in trips and visits and is aware of their legal requirements to make reasonable adjustments to trips and residential visits ensuring full participation from all learners.
• All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

• At St Mary's we will refer pupils with medical conditions who are finding it difficult to keep up educationally to the ALNCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
• This school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

In St Mary's appropriate food management measures are

Where food is provided by or through the education setting, consideration is given to dietary needs of learners, e.g. those who have diabetes, coeliac disease, allergies and intolerances.
Parents will be contacted in advance of cooking activities and regarding food/ snack provision to ensure that all children can participate fully.
Catering staff display information relating to food allergens and intolerances. This helps facilitate parent and catering teams' collaborative working.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

• Where appropriate, we work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that successful reintegration of the pupil is planned, implemented and maintained.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

• All staff work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

• We are committed to keeping in touch with a child when they are unable to attend school because of their condition.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

• In evaluating the policy, we seek feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Risk assessments are conducted where appropriate.

Staff are clear when a risk assessment is required and are aware of the risk assessment systems in place in St Mary's. All risk assessments start from the premise of inclusion and have built into them a process of seeking adjustments or alternative activities rather than separate provision. All risk assessments will be conducted in accordance with statutory duties under the Equality Act 2010.

In St Mary's systems are in place to ensure that all relevant staff have access to information regarding child's health care needs.

Parents and school work in partnership to ensure all that information is current, shared and appropriate provision is in place to meet the needs of all learners. Digital Medical Information forms are distributed annually and information is collated by the ALNCo and office staff. There are a variety of ways that this information is shared with staff.

1. Transition meeting between class teachers, support staff, medical professionals etc
2. A digital medical needs folder is stored on the Google Drive which all staff have access to. This contains information about the medical needs of all children within the school, including IHPs. This information is shared with PPA staff, lunchtime supervisors and catering staff by their designated line manager.
3. Children's IHPs will be displayed in the Staffroom and school office for information. At all times the learner's right to privacy must be taken into account
4. Information about children with IHPs will be included on the school's electronic register on SIMs.

Appropriate training will be provided for staff who will be responsible for supporting a child's health care needs.

In St Mary's, there are robust procedures and detailed records are kept for the management of learners' healthcare needs.

The following records are kept

1. Contact details for emergency services
2. Parental agreement for educational setting to administer medicine
3. Head of educational setting agreement to administer medicine
4. Record of medicine stored for and administered to an individual learner
5. Request for learner to administer own medicine
6. Staff training record – administration of medicines
7. Medication/healthcare incident report