

Our Lady & St. Gerard's Catholic Primary School Supporting Pupils with Medical Conditions Policy



'Placing God in our hearts, we will love, live and learn'

Definition

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

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Our Lady & St Gerard's Catholic Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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 loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site. The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

Our Lady & St Gerard's Catholic Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leaders any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Our Lady & St Gerard's will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Our Lady & St Gerard's will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare and consent will be sought from parents.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Governing Body of Our Lady & St Gerard's ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the office and the teacher's register. Any children who have an allergy will also have their photo and brief description of their condition/allergies in the school kitchen. All adults dealing with these children will have their attention drawn to this information. All other

medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency first aid if necessary. If possible, the school's First Aiders, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines, stated in a child's Individual Healthcare Plan will be administered during the school day. These will be only those prescribed by a doctor and must be covered and named in the child's Individual Healthcare Plan with the parents being required to sign the Healthcare Plan.

Medicines to be given during the school day must be in their original container and clearly labelled with the dosage and the child's name.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines file (located in the school office). Medicines needing refrigeration will be stored in the office fridge. Some medicines (inhalers, etc.) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cupboard in the school office. Access to these medicines is restricted to the named persons. Epi-pens, blood glucose monitors and asthma inhalers must not be kept in a locked cupboard and all staff should be made aware of where these are stored.

Staff will record any doses of medicines given in the using the relevant form in the Medicine File. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, but they must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits or swimming sessions, however short in duration.

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

Epi-pen

Any member of staff can administer an epi-pen in an emergency to a child who has been prescribed an EpiPen. If you suspect a reaction is serious, or becoming serious, **use the adrenaline injector immediately** – any delay could be extremely serious.

Preparing to inject – grasp the auto-injector in your dominant hand, with the needle tip facing down. Remove the safety cap. When administering to a young child, ensure that you are gently restraining the leg to prevent the child moving.

Inject and hold in place – Remove the cap and inject into the muscle on the outer thigh. This can be given through the child's clothing but avoid the seam. If using EpiPen, hold the adrenaline injector a few centimetres away from the leg and jab firmly. If using Emerade or Jext, press the adrenaline injector against the thigh and push firmly. You will hear the injector fire. Hold in place for the length of time indicated on the instructions.

Rub – remove the auto-injector and gently rub the injection site for a few seconds. The used EpiPen needs to be passed onto the Paramedic with the time noted that it was administered.

Prescribed oral antihistamines may be given if the child has a Mild Reactions eg:

- Reactions confined to the skin
- Nettle rash or wheals
- Itching of lips, mouth, throat or eyes
- Nausea/vomiting or tummy pain

NO BREATHING PROBLEMS OR FAINTNESS

- Observe closely over the next hour
- If any progression of symptoms or wheeze/faintness dial 999 immediately and state severe allergic reaction or ANAPHYLAXIS.
- If the child has an inhaler give blue (Salbutamol) inhaler if prescribed up to 10 puffs
- Give EPIPEN if one is prescribed

From 1 October, all primary and secondary schools will be able to order extra adrenaline auto-injectors, such as EpiPen, Jext or Emerade, from pharmacies, and store them for use in emergencies.

Children with severe allergies will be able to access the life-saving treatment if they need an extra dose, if their allocated device is not available, doesn't work properly or is used incorrectly.

If the epi pen has been administered and there is no change after 10-15 minutes, a second dose must be administered.

The spare devices can only be used on pupils at risk of anaphylaxis – a life-threatening allergic reaction – where consent from doctors and parents has already been obtained.

Complaints

Should parents be unhappy with any aspect of their child's care at Our Lady & St Gerard's, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Complaints Procedure.

Please see Appendix 1 for further information on our policy for food allergies.

Trained Staff

Emergency First Aid for Schools trained are:

Paediatric Level 2 First Aid:

Miss K Harvey (Headteacher)
Mrs V Buckel
Mr O Cross
Mrs A Goldstone
Miss L Mounsey
Mrs N Pilkington
Mrs E Thompson
Mrs R Todd
Mrs L Edwards
Mrs A French
Mrs M McGarry
Mrs A Naylor
Mrs P Wagner
Mrs C Ashton
Mrs L Brennan
Mrs J Brown

Paediatric Level 3 First Aid:

Mrs V Schilz
Mrs E Gornall
Mrs A Crook
Mrs R Whiteside
Mrs M Fisher

Named people for administering medicines:

Miss K Harvey – Headteacher
Mrs Ruth Cowell – Deputy Headteacher
Mrs Niki Richards – Office Manager
Mrs J Pickering - Office

Date: September 2023
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