



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
Confidentiality level: Public

Medical Policy

Policy Ref No. PMED 01

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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John 10:10

Contents

Contents 3

Supporting Pupils with Medical Conditions 4

Purpose of Policy 4

Aims..... 4

Legislation Framework 4

Roles and Responsibilities 5

Procedure when the school is notified of a medical condition 7

Individual Healthcare Plans (IHCP) 7

Emergency Process 9

Staff Training and Support 10

The Pupils role in managing their own medical needs 10

Record Keeping and managing/storing of medicines 11

Unacceptable Practice 12

Insurance/Complaints procedure 13

Appendix A: Individual Healthcare Plan 15

Appendix B: Record of regular medicine administered to an individual child 17

Appendix C: Parental Agreement for the school to administer medicine 20

'I have come that they may have life and have it to the full'

John 10:10

Supporting Pupils with Medical Conditions

This policy has been drawn up in accordance with the DfE Guidance Supporting Pupils at School with medical conditions.

This policy will be readily accessible to parents and staff and will be reviewed annually to keep up to date with the statutory and non-statutory guidance and legislation.

The next review of this Policy Document will be April 2018.

Purpose of Policy

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the department of education for governing bodies of maintained schools and proprietors of Academies in England.

This policy outlines the correct procedures and protocols St Peter and St Paul Catholic Voluntary Academy will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

Aims

- To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities
- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation
- To identify the areas of responsibility and roles to all parties involved in the arrangements made to support at school with medical conditions, including pupils, parents, staff school nurses, headteachers, governing bodies etc.
- To ensure procedures are followed to limit the impact of pupils educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

Legislation Framework

This document replaces previous guidance on managing medicines in schools and early years published in March 2005.

Section 100 of the children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long term and complex medical conditions may require:

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John 10:10

- On-going support, medicines or care whilst at school to help them manage their condition
- Monitoring and intervention in emergency circumstances

The Governing Body must further comply with their duties under the Equality Act 2010 towards Disabled children and adults.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, local authorities, parents and pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at St Peter and St Paul Catholic Voluntary Academy are listed below; however this is not an exhaustive list:

The Headteacher is responsible for:

- Ensuring all staff are aware of this policy
- Implementing this policy effectively and ensuring all relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation
- The development of the individual healthcare plans (IHCP's)
- Ensuring there are sufficient trained members of staff available to implement the policy and deliver against all IHCP's, including in contingency and emergency situations
- Ensuring all staff who need to know are aware of a child's condition
- Safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions
- Liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school

School Nurses are responsible for:

- Supporting staff on implementing a child's IHCP and providing advice and training
- Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs
- Notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible be done before a child starts at the school

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John 10:10

Suitable cover will be provided on the absence of the school nurse/healthcare professional.

School staff (teaching and non-teaching) should:

- Provide support to pupils with medical conditions. This can be any member of school staff, and could include the administering of medicines, although you cannot be required to do so
- Take into account the needs of the pupils with medical conditions that they teach
- Receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

Pupils and Parents should:

- Provide adequate information about how their condition affects them
- Be fully involved in discussions about their medical support needs
- Comply with their IHCP
- Provide medicine and equipment and ensure that they or another nominated adult are contactable at all times
- Provide sufficient and up-to-date information to the school about their child's medical needs
- Be involved and assist in drafting and developing their child's IHCP

Other Healthcare Professionals, including GP's and providers of health services are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that requires school support
- Providing advice on developing health care plans
- Co-operation with schools that are supporting children with medical conditions.

Local Authorities (LA) are responsible for:

- Promoting co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation

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John 10:10

- Provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively
- Working with schools to ensure that schools support pupils with medical conditions to attend full time
- Making alternative arrangement where pupils would not receive a suitable education in a mainstream school because of health needs when it is clear that a child will be away from school for 15 days or more because of their health needs

Procedure when the school is notified of a medical condition

- It will be the school nurse service, a healthcare professional, GP or paediatrician who will notify the school nurse when a child has been identified as having a medical condition that requires support
- The nurse will then notify the Headteacher/Learning Support Manager who should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate
- A decision will be made as to whether an IHCP will be created for the child
- For children new to the school, support arrangements will be in place in time for the start of the relevant school term
- In cases where the child moves to the school midterm or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks

The school will 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 made about what support to provide based on available medical evidence and through consultation with the parents.

Individual Healthcare Plans (IHCP)

A pupil IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, school should follow the steps below:

Stage 1 – Gathering the Information

- The Headteacher or designated member of staff co-ordinates a meeting between the academy, healthcare professional and parent to discuss the medical support needs of the pupil
- Pupils should be involved when possible
- The meeting should ascertain whether an IHCP is appropriate, as not all children will require one
- All parties should agree, based on the evidence, as to whether an IHCP would be suitable. However, the headteacher is best placed to take the final view if consensus cannot be reached

- The decision should be based on:
 1. Whether there is a high risk that emergency intervention will be needed
 2. Whether the medical condition is long term and or complex
 3. Whether the child is returning to school following a period of hospital education or alternative provision (including home tuition)
 4. Whether medical conditions are likely to fluctuate

A member of the Academy staff should be identified as being the person who will provide support to the pupil.

Stage 2 – Developing an IHCP

The purpose of an IHCP is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Once the decision has been made to create an IHCP the outlined process should be followed: See Appendix A for the Schools IHCP

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John 10:10

Develop IHCP in Partnership – Agree who leads on writing it.
Input from health care professionals must be provided

School Staff training needs to be identified

Healthcare Professional/School Nurse commissions/delivers
training and staff signed off as competent – review date
agreed.

IHCP implemented and circulated to all relevant staff

IHCP reviewed annually or is the pupil's condition changes.
Parent or healthcare professional to initiate

Emergency Process

As part of general risk management processes, St Peter and St Paul Catholic Voluntary Academy has the following arrangements in place for dealing with emergency situations:

- All pupils within the Academy should inform a teacher immediately if they think help is needed
- The pupils IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil
- When a pupil needs to be taken to hospital, staff will stay with the child until a parent arrives. If a child is taken to hospital by ambulance, staff will accompany the pupil

All staff need to understand the local emergency services cover arrangements and ensure that the correct information is provided for navigation systems.

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John 10:10

Staff Training and Support

St Peter and St Paul Catholic Voluntary Academy will provide the following support to all staff involved in supporting pupils with medical needs

- Any member of Academy staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils IHCP. Staff who already has some knowledge of specific support needed by a child with a medical condition may not require extensive training
- Staff who provides support to pupils with medical conditions will, when possible, be included in the meeting where this is discussed
- The healthcare professional/school nurse will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date
- The Training will be sufficient to ensure that all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirement set out in IHCP
- Staff will be made aware of the specific medical conditions they are being asked to deal with , their implications and preventative measures

Staff must not give prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

- The healthcare professional including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication
- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs

The Pupils role in managing their own medical needs

Pupils may be competent to manage their own health needs and medicines. St Peter and St Paul Catholic Voluntary Academy will discuss individual competencies with parents and ensure that IHCP reflects the pupil's competencies for managing their own medicines and procedures.

Competent pupils will be allowed to carry their own medicines and relevant devices, or have will have access to their medicines from the Newman Centre for self-medication quickly and easily, wherever possible. Pupils who can take their

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John 10:10

medication themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, Staff will help administer medicines and manage procedures for them.

If a pupil does refuse to take their medicine, or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupil IHCP. The SEND Manager or Admin Assistant will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

Record Keeping and managing/storing of medicines

Record Keeping

Written records of all medicines administered to individual children will be kept at the Newman Centre, detailing what, how and how much was administered, when and by whom. See Appendix B for the Academy's record form of medicine administered to an individual child.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Parents will be informed when their child has been unwell at School by either the Learning Support Manager, Admin Assistant or other appropriate member of staff.

Managing medicines on Academy Premises

In order to manage pupils medical conditions effectively, St Peter and St Paul Catholic Voluntary Academy will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on site:

- A pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See appendix C for the Academy Parental Agreement for administering medicines
- Only prescribed medicines that are in date, labelled and include instructions for the administration, dosage and storage will be accepted by the Academy. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump
- All medicines will be stored safely. Children must know where their medicines are kept, and be able to access them immediately. Where relevant, children should be aware that the Learning Support Manager/Admin Assistant holds the key to the storage facility

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John 10:10

- A pupil who has been prescribed a controlled drug may legally have it in their possession if competent to do so, but not pass it to another child for use, as this is an offence. St Peter and St Paul Catholic Voluntary Academy will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container at the Newman Centre and only the Learning Support Manager or Admin Assistant will have access
- Controlled drugs will be easily accessible in an emergency at all times
- No pupil will be given medicine containing aspirin unless prescribed by a doctor. Other medication i.e. for pain relief will not be given without first checking the maximum dosages and when previous dosages were taken. Parent will be informed by the SEND Manager or Admin Assistant of any occurrence

Storage/Disposal of Medicines

Wherever possible, children will be allowed to carry their own medicines/relevant devices or will be able to access their medicines in the Newman Centre for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on Academy trips. It is the responsibility of Academy to return medicines that are no longer required, to the parent for safe disposal.

Off-Site Procedure

St Peter and St Paul Catholic Voluntary Academy will assess what reasonable adjustments can be made to enable pupils with medical needs to participate fully and safely during off-site trips.

All staff members should be aware of how a pupils individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from GP states otherwise.

A risk assessment will be carried out by either the Trip Leader or Learning Resource Manager prior to the offsite trip taking place to ensure pupils with medical conditions can participate safely . This will require consultation with parents and pupils and advice from relevant healthcare professionals.

Unacceptable Practice

Staff should use their discretion and judge each case on its merits with reference to the child's IHCP. However, it is not generally acceptable to:

- Assume that every child with the same condition requires the same treatment
- Prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary

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John 10:10

- If the pupil becomes ill, send them to the Academy First Aider unaccompanied or with someone unsuitable
- Send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their IHCP
- Penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments
- Ignore the views of the pupil or their parent; or ignore the medical evidence or opinion (although this may be challenged)
- Prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Create barriers to pupils participating in any aspect of academy life, including off-site trips
- Require parents to attend school to administer medication or provide medical support to their child

No parent should have to give up working because St Peter and St Paul Catholic Voluntary Academy is failing to support their child.

Insurance/Complaints procedure

Insurance/Indemnity

The Academy provides the appropriate level of insurance to cover staff providing support to pupils with medical conditions. The Academy insurance arrangements are detailed within our Insurance Policy – a copy of which is held in the Academy Finance Office.

The Academy insurance policy covers liability relating to the administration of medication.

Complaints

Should parents or pupils be dissatisfied with the support St Peter and St Paul Catholic Voluntary Academy has provided, the initial concern should be raised with the Head Teacher. If the concern cannot be resolved with the Academy directly, a formal complaint can be made via the Academy Complaints Procedure which is accessible from the Academy Website.

Making a formal complaint to the Department for Education should only occur if it comes within the scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.

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John 10:10

Declaration

By signing this form you are acknowledging that you have read and understood the policy and procedures in place by the academy to support pupils with medical conditions.

PRINT NAME _____

SIGNED _____

DATE _____

Please return this form to the Learning Support Manager by no later than _____

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John 10:10

Appendix A: Individual Healthcare Plan

INDIVIDUAL HEALTH CARE PLAN (IHCP)

Academy	
Pupil Name and Address	
Date of birth	
Class	
Medical Diagnosis	
Who needs to know about the pupils condition and what constitutes an Emergency	
Action to be taken in Emergency and by whom	
Follow Up care	
Family Contacts Names Telephone Numbers	
Clinic/ Hospital Contacts Name Number	
GP Name Number	
Description of Medical needs and signs and	

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John 10:10

symptoms	
Daily Care Requirements	
Who is responsible for daily care	
Transport Arrangements (if the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles)	
School Trip Support /Activities Outside school hours (e.g. risk assessment, who is responsible in an emergency)	
Form distributed to	

Date _____

Review Date _____

This will be reviewed at least annually or earlier if the child's needs change

Arrangements will be made in relation to the child travelling to and from the Academy. If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles.

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John 10:10

Appendix B: Record of regular medicine administered to an individual child

RECORD IF REGULAR MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of Academy	
Name of Child	
Date Medicine Provided by Parent	
Group/Class/Form	
Name and strength of Medicine	
Quantity returned Home and Date	
Dose and Time Medicine to be Given	
Staff signature	
Signature of Parent	

Date	____/____/____	____/____/____	____/____/____
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observation/ Comments			

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John 10:10

Date	____/____/____	____/____/____	____/____/____
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observation/ Comments			

Date	____/____/____	____/____/____	____/____/____
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observation/ Comments			

Date	____/____/____	____/____/____	____/____/____
Time Given			
Dose Given			
Name of Staff			

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John 10:10

Member			
Staff Initials			
Observation/ Comments			

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John 10:10

Appendix C: Parental Agreement for the school to administer medicine

PARENTAL AGREEMENT FOR St PETER AND ST PAUL CATHOLIC VOLUNTARY ACADEMY TO ADMINISTER MEDICINE

(One Form to be completed for each Medicine)

The Academy will not give your child medicine unless you complete and sign this form

Name of Child _____

Date of Birth _____ / _____ / _____

Medical Condition or Illness _____

Medicine to be in original container with label dispensed by the pharmacy

Name/Type of Medicine (as described on the Container)	
Date Commenced	_____ / _____ / _____
Dosage and Method	
Time to be given	
Special Precautions	
Are there any side effects that the Academy needs to be aware of?	
Self-Administration	Yes /No (delete as Appropriate)
Procedures to take in an emergency	

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John 10:10

Parent/Carer Contact Details:

Name _____

Daytime Telephone Number _____

Relationship to Child _____

Address _____

I understand that I must deliver the medicine safely to the Newman Centre

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the appropriately trained academy staff administering medicine in accordance with the Academy Policy. I will inform the Academy immediately, in writing, if there are any changes in dosage or frequency of the medication or if the medicine is stopped.

Parent's Signature _____

Print Name _____

Date _____