

**Supporting Pupils with Medical Conditions and Administering Medication Policy**

**DATE: September 2023**

**Review date: September 2024**

***We follow in Jesus’ footsteps***

Holy Family Catholic Primary School is committed to reducing the barriers to accessing learning and school life for all its pupils.

This policy is written in regards to

‘Supporting pupils at school with medical conditions’ - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2015

Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions

Equality Act 2010 which states it is unlawful for a school to discriminate against a pupil or prospective pupil by treating them less favourably due to disability.

**Aims**

To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

**Procedures**

The Head teacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

• Sufficient staff are suitably trained.

• All relevant staff are made aware of the child’s condition.

• Cover arrangements in case of staff absence is available.

• Supply teachers are briefed.

• Risk assessments for visits and activities out of the normal timetable are carried out.

• Individual healthcare plans are reviewed at least annually.

• Transitional arrangements between schools are carried out.

• If a child’s needs change, the above measures are adjusted accordingly.

When a child joins Holy Family School and Nursery School at the start of a new academic year, these arrangements should be in place for the start of the term. Where a child joins mid -term or a new diagnosis is given, arrangements should be in place as soon as possible. Any pupil with a medical condition requiring medication or support in school should have an Individual Healthcare Plan which details the support that child requires.

**Individual Healthcare Plans (IHPs)**

 Children with a medical condition will have an IHP.

 Some children may have an IHP where they require regular medication/ treatment.

 The IHP will detail a child’s medical condition, its triggers, signs, symptoms and treatments. These should be drawn up in partnership between school and parents and may be written alongside medical professionals, e.g. the school nurse.

**Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Our school will work collaboratively with all relevant agencies to provide effective support for the child.

**The Governing Body**

• Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.

• Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.

• Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

**The Headteacher**

• Should ensure all staff are aware of this policy and understand their role in its implementation.

• Should ensure all staff who need to know are informed of a child’s condition.

• Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency situations and they are appropriately insured.

• Has overall responsibility for the development of IHPs.

Should contact the school nursing team in the case of any child with a medical condition who has not already been brought to the attention of the school nurse.

**School Staff**

• Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines although they cannot be required to do so.

• Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.

• Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

• Staff will keep parents fully informed.

**School Nurses**

• Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.

• May support staff on implementing a child’s IHP and provide advice.

**Other healthcare professionals**

• Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.

• May provide advice on developing healthcare plans.

• Specialist local teams may be able to provide support for particular conditions eg Asthma, diabetes.

**Pupils**

• Should wherever possible be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

**Parents**

Parents will be required to complete a medical registration form when their child is offered a place at Holy Family Primary and Nursery School.

• Parents will be required to support school by completing an IHP and reviewing this annually or updating school if changes occur to their child’s medical needs.

• Parents will be required to complete a medical consent form if their child requires the administration of any medicines/ procedures.

• Parents must provide school with sufficient up to date information about their child’s medical needs.

• Parents should carry out any action they have agreed to as part of the IHP implementation.

**Administering Medicines**

There is no legal obligation that requires school staff to administer medicines.

• Staff at this school can only administer prescribed medicines to those children who require regular medication for a medical condition or to those children whose well-being would be affected without it.

• Except in the case of emergency medicines, all medication must be delivered to, administered in and collected from the school office.

• Emergency medicines will be kept in the child’s classroom, in a medical tray.

• A consent form must be in place before any medication will be administered, even if the child is able to self-administer.

• Where the school agrees to administer medicines or carry out other medical procedures:

o Staff will receive appropriate training and support from health professionals.

o The parent or guardian will be asked to complete and return a consent form giving all the relevant details in full before any medication will be administered.

o Each time medicine is administered it must be recorded, including if the child refused to take it.

o School can only accept medicines provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber’s instructions for dosage and administration. School cannot accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

• No child will be given any medicines without their parent’s verbal or written consent.

• Written records are kept of all medicines administered to children. (See Appendices).

These offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

**Asthma**

• Where a child has an asthma inhaler it is the parents responsibility for ensuring their child’s asthma inhalers are in school and in date.

• School has spare inhalers for emergency use. Parents will be informed immediately if one has to be used in an emergency situation.

• An emergency inhaler should be taken on every school outing.

**Controlled Drugs**

• Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed.

• The amount of medication handed over to the school will always be recorded on the ‘Record of medicine administered to an individual child’ sheet.

• It will be stored in a locked non portable container, and only specific named staff will be allowed to access to it.

• Each time the drug is administered it must be recorded, including if the child refused to take it.

• Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

**Refusing Medication**

• If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.