



Holy Cross

CATHOLIC HIGH SCHOOL

Supporting Pupils with Medical Conditions policy

'I have come that they may have life, and have it to the full' (John 10:10)

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

1 Introduction and Aim

The aim of this Policy is to ensure all pupils with medical conditions at Holy Cross Catholic High School are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

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. This could extend to a need to administer medicine. The prime responsibility for a pupil's health lies with the parent who is responsible for the pupil's medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our School Website.

2 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).

3 The Role of Staff and the Governing Body at Holy Cross Catholic High School

Some pupils 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 a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For pupils with SEND, this guidance should be read in conjunction with the SEN Code of Practice and Holy Cross Catholic High School's SEND Information Report.

If a pupil 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 pupils can access and enjoy the same opportunities at school as any other pupil. The school, health professionals, Parents/Carers and other support services will work together to ensure that pupils with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. Consideration will also be given to how pupils will be reintegrated back into school after long periods of absence.

The school will ensure that our arrangements give parents/carers/pupils confidence in the school's ability to provide effective support for medical conditions in school. In making arrangements, it must be taken into account that many of the medical conditions that require support at school will affect the quality of life and may be life threatening. Some will be more obvious than others. The school will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The arrangements will show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote selfcare. We will ensure that staff are properly trained to provide the support that pupils need. Arrangements will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities.

The school will clearly identify the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions as it requires partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals) the local authority and parents and pupils.

We recognise that a first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions. Healthcare professionals, including the school nurse, will advise on training and subsequent confirmation of the proficiency of staff in a medical procedure, or how medication should be administered.

4 Procedures to be followed when notification is received that a pupil has a medical condition

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition.

For pupils starting at Holy Cross, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or pupils moving to mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. We will therefore ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.

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 pupil in school at times where it would be detrimental to the health of that pupil or others.

If a pupil (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, a member of staff should stay with the pupil until the Parent/Carer arrives, or accompany a pupil taken to hospital by ambulance.

5 Individual Health Care Plans

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.

However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will include the key information and actions that are required to support the pupil effectively. The level of detail within plans will depend on the complexity of the pupil's condition and the degree of support needed.

Where a pupil has SEND but does not have a EHC plan, their SEND should be mentioned in their Individual Health Care Plan. 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 pupil. The Individual Health Care Plan must be completed by the Lead Professional (usually the Assistant SENDCO/SENDCO) with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or pupil's community nurse, who can best advice on the particular needs of the pupil. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the School.

The school will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed. They will be developed and reviewed with the pupil's best interests in mind and ensure that the school assesses and manages risks to the pupil's education, health and social wellbeing and minimises disruption. Where the pupil has a SEND 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.

It is advised that the Individual Health Care Plan includes;

- * The medical condition, its triggers, signs, symptoms and treatments;
- * The pupil's resulting needs, including medication (dose, side-effects and storage);
- * 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, 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 pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil 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 pupil'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 pupil'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 pupil can participate, e.g. risk assessments;
- * Where confidentiality issues are raised by the Parents/Carers or pupil, the designated individuals to be entrusted with information about the pupil's condition;
- * What to do in an emergency, including whom to contact, and contingency arrangements. Some pupils 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 Health Care Plan will not be the School's responsibility to write or review.

6 The Pupil's Role in managing their own Medical Needs

If it is agreed, after discussion with the Parents/Carers, that a pupil 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.

If a pupil 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.

7 Managing Medicines on Holy Cross Catholic High School Site

The following are the procedures to be followed for managing medicines:

- * Staff will not give prescription medicines or undertake health care procedures without appropriate training which will be kept updated to reflect any individual healthcare plans and/or changes;
- * Medicines should only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so;
- * No pupil under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent;
- * The school will only accept prescribed medicines that are in-date, labelled, 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 a locked cupboard at Reception. Pupils should know where their medicines are at all times and be able to request access to them immediately. Where relevant, they should know who holds the key to the storage facility, which will be a member of reception staff.
- * Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils; these will be stored at reception where both teachers and pupils know how to access them. If a pupil requires an asthma inhaler, they may carry it with them but it is crucial that there is a spare inhaler in the school at all times;
- * During school trips, the first aid trained member of staff/responsible staff member will carry all medical devices, spare inhalers (Blue inhalers) and medicines 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 pupils, 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. Written records are kept of all medicines administered to pupil. These records offer protection to staff and pupils and provide evidence that agreed procedures have been followed;
- * When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Parents/Carers to provide an appropriate sharps box for the safe disposal of used needles and other sharps;
- * All pupils will be made aware that at no time should they pass prescription medicines to another pupil.

8 Emergency procedures

School has clearly defined guidelines as to what should happen in an emergency situation and all staff are made aware of this process.

9 Day trips, residential visits and sporting activities

Teachers will be made aware of how a pupil's medical condition will impact on their participation, but there should be enough flexibility for all pupils to participate according to their own abilities and with any reasonable adjustments.

Arrangements will be put in place 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.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Parents and pupils will be consulted and advice sought from the relevant healthcare professional to ensure that pupils can participate safely.

10 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.

Review date: Autumn 2027

Holy Cross Catholic High School: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine
personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Holy Cross Catholic High School: record of medicine administered to all children

Name of school/setting

Holy Cross Catholic High School

[illegible]

Holy Cross Catholic High School:

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows : Holy Cross Catholic High School, Myles Standish Way, Chorley, Lancashire, PR7 3LS
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone