

**St Robert of Newminster Catholic School &  
Sixth Form College**  
**Supporting pupils with medical needs policy**

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

- (a) **Short-term**, affecting their participation in school activities while they are on a course of medication/treatment.
- (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. 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. St Robert of Newminster Catholic School and Sixth Form College 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/carer, 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 special educational needs/ disabilities
- 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/carers to accompany their child with a medical condition on a school trip as a condition of that child taking part

## **Entitlement**

St Robert of Newminster Catholic School and Sixth Form College 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 Leadership any concern or matter relating to the support of pupils with medical conditions

## **Expectations**

It is expected that:

- Parents/Carers will inform school immediately of any medical condition which affects their child
- Parents/Carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents/Carers will ensure that medicines to be given in school are in date and clearly labelled
- Parents/Carer's 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
- St Robert of Newminster Catholic School and Sixth Form College 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 (for example, an inhaler)
- 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 St Robert of Newminster Catholic School and Sixth Form College 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

- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent/carer in addition to the advice of relevant medical professionals

## **Information**

Medication information is held on our school system, which is accessed by key staff.

At the start of the year:

- Staff are expected to update their own registers accordingly to ensure they are aware of the needs of the students with medical conditions that they teach regularly
- All staff will be provided with a list of students who have Health Plans. Governors will be given details via the Pastoral Report

During the year:

- Updates will be communicated to staff via email/meetings. This will be coordinated by the child's Head of House

## **In an emergency**

In a medical emergency, medical room staff/ First Aiders have been appropriately trained to administer emergency first aid at work if necessary. If possible, the school's medical room staff/ 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 – as described on the data checking sheets.

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/carers 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 will be administered during the school day. These will be only those prescribed by a doctor. Parents/carers must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy. Paracetamol may be ministered during the day. This will only occur after parents/carers have completed a permission slip and a follow up phone call is made to parents prior to staff giving the child the painkiller. If parents/carers cannot be contacted the child will not receive the medication.

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, depending on the medication and the child.

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 folder (located in the school medical room).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the school medical room fridge. Some medicines (inhalers, etc.) will be kept in the child's school bag 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 a locked cupboard housed within the school medical room. Access to these medicines is restricted to the named persons.

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

Inhalers can be kept by the child. Children have access to these inhalers at all times. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration. We advise they keep spare inhalers in the school medical room.

**Epi-pen** – Any trained member of staff can administer an epi-pen.

All pupils who require an epi-pen carry one on their person. Spare epi-pens are kept in the school medical room. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents/carers should be contacted after this call has been made. Where possible, during school visits, a member of staff who has been trained in

administering an epi-pen will be in attendance. Alternatively, a first aider who is epi-pen trained may be provided by the venue.

## **Complaints**

Should parents/carers be unhappy with any aspect of their child's care at St Robert of Newminster Catholic School and Sixth Form College, they must discuss their concerns with the school. This will be with the child's Head of House 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 Mr A McHale or Mrs M Salmon, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents/carers must make a formal complaint using the St Robert of Newminster Catholic School and Sixth Form College Complaints Procedure.

## **Medical room Staff/ Trained First Aiders:**

<u>Surname</u>	<u>Department</u>
Mrs L Baines	DT
Mrs A Batey	MFL
Mr C Brown	DT
Mrs S Chappell	Geography
Mrs N Scatchard	Art
Mrs A Duncan	PE
Mr S Emsley	Geography
Miss A Evans	Science
Mr A Fisher	PE
Mr J Flavell	PE
Miss M Fowler	PE
Mrs H Garcia	MFL

Mrs K Gittins	PE
Mr J Green	DT
Mrs J Greener	DT
Mrs E Harrison	DT
Mrs C Hendry	Medical room
Mr A Higgins	Science
Dr M Holder	Science
Mr M Hurst	MFL
Mr S Langstaff	PE
Miss D Leigh	Geography
Miss C Menzies	Administration
Mrs C Mitchell	SEN
Mr D Mitchell	Science
Mrs M O'Neill	Maths
Mrs R Peacock	Art
Mrs C Pickard	Medical room
Miss L Potts	Science
Mrs R Robinson	Science
Miss V Sincock	English
Mrs S Stott	Administration
Mr D Swift	Science
Mrs N Turrell	DT
Mr G Wylam	Science
Mrs T Young	Administration

<b>Review Date</b>	<b>Changes made</b>	<b>Ratification Date</b>
September 2016	December 2016	September 2016
September 2017	September 2017	
September 2018	September 2018	October 2018
September 2019		