

ST COLUMBA'S CATHOLIC BOYS' SCHOOL

GOVERNORS' POLICY STATEMENT



Medical Needs Policy

Head Teacher: Mr N Fisher
School Lead: Mr D Evans
Chair of Governors: Mrs J Johnson

Originator Date	November 2020
Review Date (Biannually)	Autumn 2022

VISION STATEMENT

St Columba's Catholic Boys' School is an inclusive community that welcomes and supports students with medical conditions. St Columba's ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

St Columba's provides all students with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

Aims

This policy aims to ensure that

- students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students including school trips and sporting activities.

The Governing Body will implement this policy by

- Making sure sufficient staff are suitably trained
- Making staff aware of the student's condition where appropriate.
- Making sure there are cover arrangements to ensure that someone is always available to support students with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant students.
- Developing and monitoring Individual Healthcare Plans (IHPs)

Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014 which places a duty on Governing Bodies to make arrangements for supporting students at this school with medical needs.

It is also based on the Department of Education's statutory guidance Supporting Students at school with medical conditions

Roles and Responsibilities

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all IHPs including contingency and emergency situations.
- Ensure there is a Designated Lead for Children with Medical Needs within the school.
- Make sure that school staff are appropriately insured and aware that they are insured to support children in this way.

Staff

Supporting children with medical needs during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

St Columba's understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

St Columba's understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand that medical conditions can affect students at St Columba's. Staff who take on responsibility for supporting children with medical needs will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Staff will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with medical conditions needs help.

The named member of school staff responsible for this medical conditions policy and its implementation is: Mr B Woodcock

Mr B Woodcock will ensure:

- There is an accurate and up to date medical needs register
- Staff training records are kept up to date
- Those children that require them, have IHPs (this will be done in discussion with parents and a healthcare professional)
- There are accurate records of IHPs which are accessible to staff whilst not breaching a child's confidentiality.

Heads of Year/Key Stage Managers will ensure:

- IHPs are implemented by teaching staff within a year group
- That they are aware of the detail of a child with medical needs IHP
- That the progress and opportunities of children with IHPs is not hindered and that their progress and welfare is carefully monitored to reduce vulnerability to disadvantage
- They are the identified person to support the child

The SENCo will ensure:

- That where a child has a special educational need identified in a statement or EHC plan the individual healthcare plan should be linked or become part of that statement or plan
- The SENCo will be the identified teacher to support such children.

Parents

- Parents will provide the school with sufficient and up to date information about their child's medical needs.
- Parents will be involved in the development and review of their child's IHP and may contribute to its drafting.

- Parents must carry out any action they have agreed as part of the implementation of the IHP eg provide medicines and equipment.

Students

- Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs
- Students are expected to comply with their IHPs

Equal Opportunities

St Columba's is an inclusive community that supports and welcomes students with medical conditions.

St Columba's is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in St Columba's because arrangements for their medical condition have not been made.

The school listens to the views of students and parents.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so students, parents and any relevant healthcare professionals will be consulted.

Staff understand the medical conditions of students at St Columba's and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school and local health community understand and support the medical conditions policy.

St Columba's understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

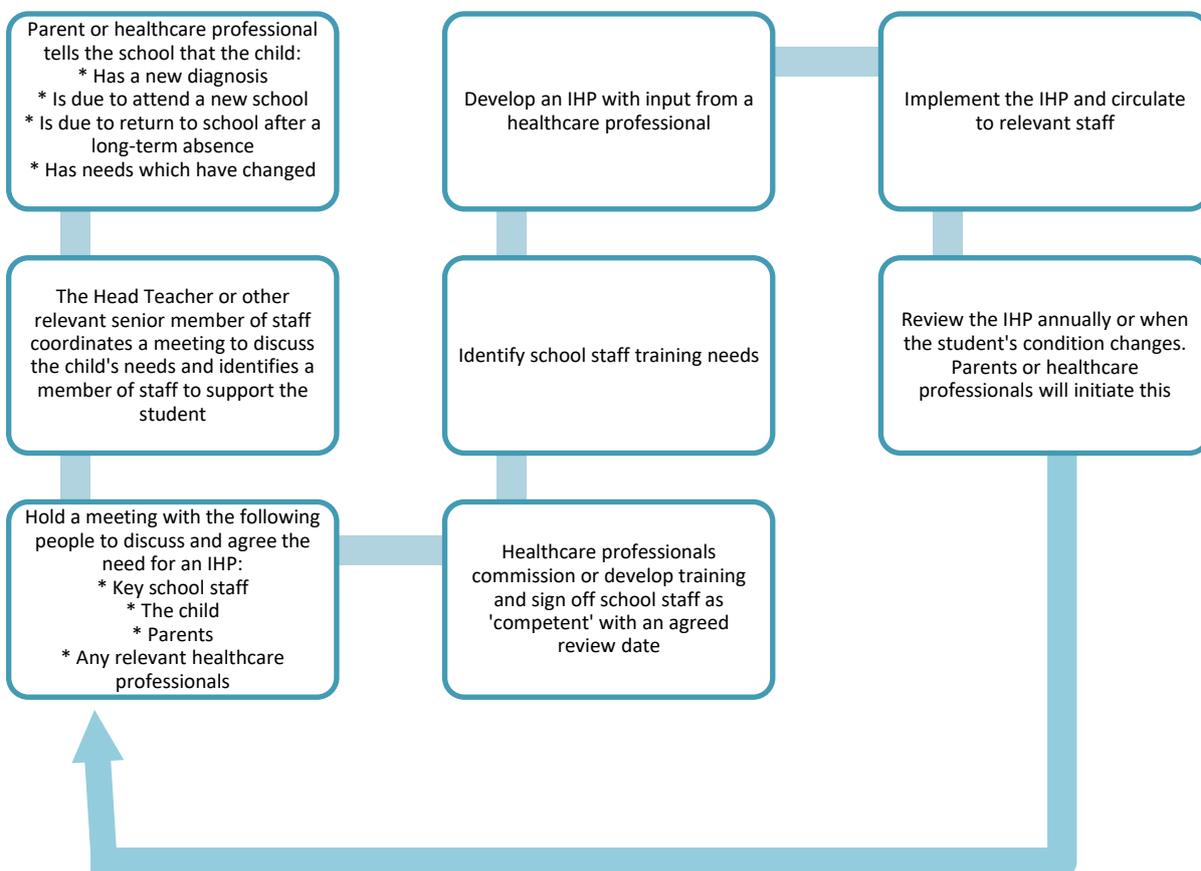
Clear Communication

The medical conditions policy is supported by a clear communication plan for staff, parents and carers and other key stakeholders to ensure its full implementation.

Being notified of a medical condition.

When the school is notified that a student has a medical condition the process outlined below will be followed to decide whether a student needs an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks or by the beginning of the relevant term for students who are starting the school.



Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Individual Healthcare Plans

The Head Teacher has overall responsibility for the welfare of children with medical conditions and responsibility for ensuring an IHP is in place lies with Mr B Woodcock or in the case of a child with an EHC plan with the SENCo.

- Plans will be reviewed at least annually or earlier if there is evidence that the student's needs have changed
- Plans will be developed with the student's best interests in mind and will set out : What needs to be done; When; and By Whom
- Not all students with a medical condition will need an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus the Head Teacher will make the final decision.

- Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as a school nurse, specialist or paediatrician who can best advise on the student's specific needs. The student will be involved wherever appropriate.
- IHPs will be linked to or become part of any statement of special educational needs (SEN) or EHC plan. If a student has SEN but does not have a statement or EHC plan the fact of his SEN will be mentioned in the IHP.
- The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered for record on a child's IHP.

The medical condition including its triggers, signs, symptoms and treatments.

The student's resulting needs including medication, dose, side effects and storage and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition,, dietary requirements and environmental issues eg crowded corridors, travel between lessons.

Specific support for the student's social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, extra support to catch up lessons.

The level of support needed including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.

Who will provide this support, their training needs, expectations of their role, and confirmation of their proficiency to provide support for the student's medical condition and cover arrangements for when they are unavailable.

Who in the school needs to be aware of the student's condition and the support required.

Arrangements for written permission from the parent and the Head Teacher for medication to be administered by a member of staff or self-administered by the student during school hours. Separate arrangements for school trips or other outside activities that will ensure that the student can participate.

Where confidentiality issues are raised by the parent/student the staff entrusted with the information about the student's condition.

What to do in an emergency including who to contact and contingency arrangements

Managing Medicines

Prescription and non-prescription medicines will only be administered at school

- When it would be detrimental to a student's health or school attendance not to do so.
- Where we have written consent.
- Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a student any medication will first check maximum dosages and when the previous dosage was taken. Parents will be informed
- The school will only accept medicines that are
 - In date
 - Labelled
 - Provided in the original container as prescribed by the pharmacist and include instructions for administration, dosage and storage.
 - The school will accept insulin that is inside an insulin pen or pump rather than its original container but it must be in date.

- All medicines must be stored safely. Students will be informed where their medicines are and will be able to access them easily. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.
- Medicines will be returned to parents for safe disposal when no longer required.

Controlled Drugs

Controlled drugs are prescription drugs that are controlled under the **Misuse of drugs Regulations 2001** such as morphine and methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access to it. Controlled drugs must be easily available in an emergency and a record of any doses and the amount held will be recorded.

Students managing their own needs

Students who are competent will be encouraged to manage their own medicines and procedures. This will be discussed with parents and will be recorded in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed at the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the student's IHP but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication or administering their medicine where and when it is needed.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of students or parents.
- Ignore medical evidence or medical opinion (although this can be challenged)
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities including lunch, unless this is specified in their IHP.
- If the student becomes ill to send them to the medical room unaccompanied or with someone inappropriate.
- Penalise students for a low attendance record if their absences are related to their medical condition or hospital appointments.
- Prevent students from eating, drinking or taking toilet breaks in order to manage their condition effectively
- Require parents or pressurise parents to make them feel obliged to attend school to administer medication or to provide medical support to their child including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent students from participating or create unnecessary barriers to students participating in any aspect of school life including school trips for example asking parents to accompany their child.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example calling 999). All students IHPs will clearly set out what constitutes an emergency and will explain what to do. Students will be informed in general terms of what to do in an emergency such as telling a teacher. If a student needs to be taken to hospital staff will stay with the student until a parent arrives or accompany the student to hospital by ambulance.

Training

Staff who are responsible for supporting students with medical needs will receive suitable training to do so. The training will be identified during the development or review of the student's IHP. Staff who support students with medical conditions should be present at the review when this is discussed.

The relevant healthcare professional will identify the training needs of the staff and will agree this with the school. Staff training records will be kept up to date.

The training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements of the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with their complications and preventative measures.

The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. The School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Insurance

Staff who undertake responsibilities within this policy are covered by the school's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Head Teacher.

Complaints

Parents with a complaint about the support the school gives to their child with a medical condition should discuss these in the first instance with Mr B Woodcock. If this does not resolve the issue a complaint can be made to the Head Teacher who will refer the issue to the school's official complaints procedure.

Monitoring Arrangements

This policy will be reviewed and approved by the Governing Body every two years

Appendix 1: Individual Healthcare Plan Template



Student Individual Healthcare Plan

Student's name:		Contact 1 name:	
Form:		Relationship:	
DoB:		Home phone:	
Address:		Mobile phone:	
Diagnosis/Condition:		Work phone:	
Date:		Review Date:	

Clinic/Hospital contact name:		Contact 2 name:	
Clinic/Hospital contact phone:		Relationship:	
GP name:		Home phone:	
GP phone:		Mobile phone:	
		Work phone:	

In-school support provided by:	
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Describe medical needs & details of symptoms, triggers, signs, facilities, equipment & environmental issues	
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Medication name, how, when & by whom administered, side-effects, contra-indications etc:	
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Daily care requirements:	
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Specific support for educational, social & emotional needs:	
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School trip arrangements:	
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Other information:	
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Describe what constitutes an emergency & action required if this occurs:	
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Responsible in an emergency:	
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Plan developed with:	
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Staff training required/undertaken – who, what, when:	
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Form copied to:	
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Appendix 2: Record of medicine administered to an individual child.

Record of medicine administered to an individual child

ST COLUMBA'S CATHOLIC BOYS' SCHOOL
Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Appendix 3: Parental Agreement for school staff to administer medicine

Parental agreement for a school to administer medicine

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

ST COLUMBA'S CATHOLIC BOYS' SCHOOL Medicine administering form

Date for review to be initiated by
Name of child
Date of Birth
Tutor group
Medical condition or illness

Medicine

Name and 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 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 **Mrs M Carrano, Officer Manager**

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

Signature(s) Date

Appendix 5: Contacting Emergency Services

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.

- Your telephone number – 01322 553236
- Your name
- Your location as follows: **St Columba's Catholic Boys' School, Halcot Avenue, Bexleyheath, Kent, DA6 7QB**
- The exact location of the patient within the school
- The name of the child and a brief description of their symptoms
- The best entrance to state that the crew will be met and taken to the patient

Put a completed copy of this form by the phone

Appendix 6: School Asthma Policy

1. Individual Health Care Plans (IHCP) / School Asthma Card and Record Keeping

- When a student joins the school, parents / carers are asked if their child has any medical conditions including asthma, on their enrolment form.
- A school asthma card is developed in partnership with the parents/carers. This is then signed by the parents / carers to confirm diagnosis of asthma, guidance on the administration of medication in school, consent to use the school's emergency inhaler, and what staff should do in the event of an emergency.
- Each student with a confirmed diagnosis of asthma, will be listed in the school's medical alert handbook. This medical alert handbook will include the generic management pathway for asthma, and will be available to all staff members on the school's system, for easy access if they have a concern about the health status of a student during the school day.
- A copy of each student's school asthma card will be kept with the asthma inhaler in school, to enable easy access to this information, if the child requires use of their inhaler during the school day. A second copy will be retained in the medical folder in the main school office.
- An asthma log is kept in the school medical room. In the event of a student attending the medical room to use his inhaler a log will be made. Details of the supervising staff member, student, dose, date and time are recorded. If a student requires his inhaler more frequently than usual a call will be made to his parents / carers to notify them of this.
- If for any reason a student has to use of the school's emergency inhaler it will be logged and the parents / carers notified.
- If a student is missing a lot of time off school due to their asthma or we identify they are constantly tired in school, or requiring more frequent use of their reliever inhaler at school, staff will make contact with the parent/carer to work out how we can support them. The school may need to speak with the School Nurse or other health professional to ensure the student's asthma control is optimal.
- If a student is identified as having their asthma triggered by a particular activity or environmental factor, for example, exercise or weather, the student's parents will be notified and a recommendation will be made for them to have an asthma review with their GP or Asthma Nurse, to consider whether a preventative dose of salbutamol should be administered when the student is asymptomatic, for example, prior to starting PE. In all cases, the child's asthmatic symptoms will be managed as per their asthma action plan.

2. Storage and Management of Medication

- Student's diagnosed with asthma should carry their own inhaler in their bag / blazer throughout the day.
- Parents / carers are asked to supply a spare salbutamol inhaler which will be stored in the medical room with their school asthma card.
- The inhalers will first be placed in an envelope clearly labelled with the student's name / form / group, as well as the expiry date of the inhaler. These envelopes are then stored in boxes, sorted by year group. They are easily accessible to medical room staff members. All medications are stored in accordance with the manufacturer's instructions, away from any direct sunlight or heat source.
- The school's emergency salbutamol inhaler is kept in the medical room, in a separate box, the serial number and expiry date are checked and recorded on a monthly basis and the details recorded on the relevant document which is retained in the medical room.

- Students can come to the medical room to use their inhaler. If a student requires their inhaler, the student will remain in the medical room for a minimum of 15 minutes, as this is the average time the medication takes to have an effect. This will enable the medical room staff to monitor the pupil's symptoms and ensure that the pupil's symptoms are effectively managed, or initiate additional treatment as per the pupil's IHCP or asthma emergency care pathway.
- The emergency inhaler is retained in the medical room and if required by a student a spacer is used which is then given to the student. Replacement inhaler / spacers are obtained by the school from Boots Pharmacy, Crayford.
- It is the responsibility of all parents and carers, to ensure that their child's medication is in date. However, we will also complete termly checks of the expiry dates for all inhalers, stored in the medical room. Parents / carers will be contacted prior to the expiry date of the inhaler to request a replacement inhaler.
- If a student misuses medicines, either their own or another student's, their parents / carers will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures.
- Any out of date inhalers will be disposed of via a pharmacy after the parent / carer has been contacted.

3. Staff Training and Competencies

- As a school, all staff members have a duty of care for students with asthma as with other medical conditions. The school therefore offers all staff members, training through first aid training and / or asthma awareness session, delivered by the local school nursing team.
- Staff members attend first aid training courses which cover the identification of symptoms and the treatment of asthma.

4. Emergency Event of an Asthma Attack

- In the event of asthma attack, a member staff will remain with the pupil at all times. The emergency procedure will be followed as per the asthma emergency care pathway and medication will be administered in accordance with this emergency procedure.
- The asthma emergency care pathway is clearly displayed in the medical room and staff rooms, for staff awareness.
- If required, the emergency services and the pupil's parents/carers will be notified
- A member of staff will accompany the pupil to hospital until their parent/carer arrives. The pupil's details, school asthma card and medication will be taken with the staff member to the hospital, to ensure that all relevant information is present for hospital staff.
- In the event of an emergency, no pupil will have to retrieve their inhaler from the medical room, it will be brought to them by a member of staff.