



Christ the King Catholic Primary School

Medical Needs Policy

(Incorporating the Administering Medicine Policy)



Christ the King Primary School

- ◆ To live & learn together in harmony.
- ◆ To grow & develop in Christ.
- ◆ To reflect God's love in all we do.



Christ the King Catholic Primary School is an inclusive community that welcomes and supports children with medical conditions.

The school provides all pupils with medical conditions the same opportunities as others at the school.

We will ensure that all children can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

This policy accepts the definition as set out in the SEND Code of Practice. It reflects the new approach and arrangements for SEND as outlines in the Children and Families Act 2014.

The SEND Code of Practice provides statutory guidance on duties, policies and procedures relating to part 3 of the Children and Families Act (2014) and associated regulations. The Code of Practice and the Equality Act (2010) are also reflected in our policy. This policy should be read in conjunction with our Inclusion Policy, School Information Report, SEND School offer and Intimate Care Policy.

The school makes sure all staff are aware of their duty of care to children and young people in the event of an emergency. The Governing Body and teaching staff will do their best to ensure that the necessary provision is made for any pupil who has special educational needs and/or disabilities including medical conditions.

At Christ the King:

- All staff and governors in the school are aware of the importance of identifying and providing for children who have medical conditions.
- We believe in early identification of difficulties and appropriate intervention to give all children the best possible education to enable each child to reach their full potential.
- Children with SEN and/or disabilities in our school are catered for within a caring, supportive environment. We have a whole school approach to SEND.
- We believe partnership between parents and the school; together with the expertise from support agencies should combine to ensure every child attains their full potential.
- The staff and Governors of Christ the King Primary School believe that all children including those with medical needs, special needs and/or disabilities have the right to a broad and balanced curriculum. All children are treated with respect and sensitivity by all members of the staff.

Definition

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

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed high needs).

Rationale

The governors at Christ the King Catholic Primary School 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 governors and staff to ensure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required.

The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school has adopted the 'Supporting pupils with medical conditions' (2015) statutory guidance, which encourages self-administration of medication when possible.

The Executive Headteacher has overall responsibility for ensuring policy implementation.

Aims

The school aims to:

- assist parents in providing medical care for their children whilst on the school premises and/or whilst on off-site educational visits during school time;
- educate staff and children in respect of special medical needs and provide appropriate training;
- adopt and implement the statutory guidance 'Supporting pupils at school with medical conditions' (December 2015)
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education wherever possible.
- Monitor and keep appropriate records.

Entitlement

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.
- The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
 - receive appropriate training;
 - work to clear guidelines;
 - bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Expectations

It is expected that:

- All parents/carers will inform school of any medical needs their children may have and work with the school to ensure appropriate safeguards and procedures are in place.
- All parents/carers will share any up to date information including diagnosis and/or medication details and, where appropriate, contact details of any medical professionals involved.
- All children identified as having high needs (such as food allergies requiring medication to be stored in school, known asthmatics, epilepsy, diabetes etc) MUST have an individual medical care plan in place.
- All medical care plans are reviewed and updated when necessary- at least annually.
- If there are any changes to the individual medical care plan in between review dates, it is the responsibility of the parent/carer to inform the school.
- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable;
- The school will not give medication to a child (prescription or non-prescription) without a parent's written consent except in emergency or exceptional circumstances.
- Where parents have asked the school to administer the medication for their child, the medicine

must be clearly labelled with the child's name and class. The prescription and dosage should display a typed or printed label clearly on the outside. The name of the pharmacist should be visible.

- Any medications not presented in line with the policy will not be accepted by school staff.
- Short term courses of medication will not be administered by the school unless a *Temporary Medical Form* has been completed and signed. Forms are available at the school office.
- All medication administered in school is to be recorded on the '*Record of Medication Administered in school*' form, copies of which are found in the MEDICAL CUPBOARD in the medical hub (located next to the PPA room, between the year 5 classrooms and KS2 playground)
- Pupils must not bring in their own medicine onto the school premises. Children must not have medication in their school bags or pockets. All medication must be brought into school by the parent/carer and handed over to a member of staff with the accompanying signed school consent form.
- All medication is to be held centrally
- Long term medication including asthma pumps are kept in a dedicated medical cupboard in the medical hub. There is a medical fridge located in the medical hub specifically for medication which must be refrigerated. All medicine in the medical cupboard and medical fridge is accompanied by an individual medical plan (long-term) or a medical consent form (short-term)
- The school will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and will consider each request separately.
- Specific training will be given annually with regards to the expectations of administering medication in school.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. tablets/inhalers for personal use must be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Medical List

The Inclusion manager is responsible for ensuring that all children in school with medical conditions are included on the whole school medical list.

It is the responsibility of the parents to inform the school of any medical conditions their child has, either short or long term. At the beginning of each academic year, all parents are asked to complete a medical information form and return to school. Whole school medical and asthma lists are distributed to all class teachers in their class medical files and are also held centrally in the school office.

Children with high needs medical conditions and conditions that require the school to store medication are asked to complete annual individual care plans, copies of which are kept in the class medical files as well as centrally.

Parents are asked to inform the school if their child is diagnosed with asthma. There is a separate asthma list for children who are asthmatic. Parents are asked to complete an asthma care plan, which includes permission for their child to be administered the school's emergency inhaler if necessary. These care plans are distributed to class teachers in their class medical files as well kept centrally.

Asthma – School Emergency Inhalers

From 1st October 2014 the Human Medicines Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies.

The school follows the guidance as set out in 'Use of Emergency Salbutamol inhalers in Schools' (March 2015)

The school keeps a list of all children who have been diagnosed with asthma. All children on the asthma list have a completed asthma care plan, which gives parental permission for the emergency school inhalers to be used in the event of an emergency.

The school has purchased emergency inhalers and spacers (suitable to the age of the child) for the emergency administration of salbutamol. These are kept in the school medical cupboard and are not to be removed except on the occasion of a school trip.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupil's inhaler is not available (for example, because it is empty or broken)

STAFF MUST RECORD THE USAGE OF THE SCHOOL EMERGENCY INHALER IN THE ASTHMA LOG (KEPT IN THE MEDICAL CUPBOARD) STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED

Christ the King School achieved Asthma Friendly School status in 2017, which has been reviewed and renewed annually.



Children with EPILEPSY

Children with epilepsy will be clearly identified and known to all members of staff. The Inclusion Manager will meet with parents and, where appropriate, the child's designated epilepsy nurse, to formulate an individual care plan. This care plan will be shared with all appropriate members of staff and copies will be available with the medication in the child's individual named medication box (stored in the lockable medical cupboard), in the class medical file and stored centrally with the Inclusion Manager.

Staff will be guided by the specific, individual needs of the child and, where appropriate, will take guidance from health care professionals.

Members of staff will have training provided by the School Nursing Team every two years.

Children with ALLERGIES (including food allergies)

From 2017, the Department of Health produced guidance on the use of adrenaline auto-injectors in schools document. The school has purchased emergency autoinjectors for the emergency administration of medication. These are kept in the school medical cupboard and are not to be removed except for off-site supervised activities. In an emergency situation, the first aider will be called and will call 999 for medical advice and support. Any trained member of staff can administer the auto-injector in the event of an emergency, and any member of staff is able to administer on the advice of emergency services (eg via telephone).

Children with known with allergies will be clearly identified and included on the whole school medical list.

All children with allergies MUST have individual care plans detailing what they are allergic to, what their symptoms are and what to do in case of an emergency. This care plan will be shared with all appropriate members of staff and copies will be available with the medication in the child's individual named medication box (stored in the lockable medical cupboard), in the class medical file and stored centrally in the school office.

Children with food allergies are identified at lunchtimes by wearing a medical lanyard. This lanyard states the child's name and what they are allergic to. In addition, the kitchen staff have a list, with photographs, of children with specific allergies and are aware of the children in order to take the necessary precautions.

Staff will be guided by the specific, individual needs of the child and, where appropriate, will take guidance from health care professionals.

Members of staff will have training provided by the School Nursing Team every two years.

Staff Responsibilities

Inclusion Manager is responsible for:

- ensuring the medical lists are up to date
- ensuring that children with medical conditions are placed on the medical list as soon as the school has been made aware of the condition by the parent
- ensuring medical information is made available to class teachers
- ensuring that all children on the medical list have an up to date care plan, where appropriate
- ensuring that all medicines are kept centrally
- ensuring all medicines held in school are in date
- ensuring that staff training is up to date
- ensuring policy and procedures are up to date and all staff are informed of these

Named First aiders are responsible for:

- Administering medication as requested
- Asthma Lead/s are available to support in an emergency situation
- Letters are sent to parents if an inhaler has to be administered
- Accident information is recorded on the appropriate forms
- Inhalers are checked monthly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are washed and replaced after use
- Empty/out of date Inhalers are disposed of at the local Pharmacy

STAFF MUST ALSO RECORD USAGE IN THE MAIN ASTHMA/ALLERGIES REGISTER LOCATED IN THE MEDICAL CUPBOARD STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER/AUTO-INJECTOR THAT HAS BEEN USED

The policy will be reviewed regularly. It is due to be reviewed in Autumn 2026.