

Cardinal Wiseman
Catholic School
Part of The Romero Catholic Academy

Supporting Students with Medical Needs Policy

Policy 2017 - 2018

Also published on the website

Responsible for Policy: Cardinal Wiseman Local Academy Committee
Date of Policy: June 2017
Date of Review: June 2018



Introduction

Section 100 of the Children's & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's *Supporting Children at School with Medical Conditions* (DfE 2015).

This policy outlines how Cardinal Wiseman Catholic School will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

Aims and Objectives

We have adopted the key drivers of the "Supporting pupils at school with Medical Conditions" by the DfE as our aims and objectives.

- To ensure students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
- To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Roles and Responsibilities

Key Staff

SENCO: Mrs Fiona Oliver ext 288 foliver@cardinalwiseman.coventry.sch.uk

Staff with First Aid Training:

Mrs Jenny Lockett - Student Reception
Mrs Julie Forsythe - Data Officer/Learning Support
Mrs Lorraine Keogh - Administration
Miss Katie Pethullis – Main Reception
Miss Lauren Stundon - Chaplaincy
Mrs Olga Little - Technology
Mr Howard Forinton - PE
Mr Taylor Moranis - Site Services

Staff Responsibilities:

Sharing information with staff regarding medical conditions: Julie Forsythe/Fiona Oliver/ Jenny Lockett

Briefing for supply staff regarding emergency procedures: Amy Wintle (Cover Manager)

Risk Assessments for school visits: Mrs Nora Duffy EVC

Monitoring of individual Healthcare plans: SENCO/Julie Forsythe/Jenny Lockett

Any member of staff may be asked to provide support to pupils with medical conditions. Cardinal Wiseman staff should take into account the needs of students with medical conditions who they teach. School staff should know what to do and respond accordingly when they become aware that a student with a medical



condition needs help. All staff should know which key members of staff to consult during a medical emergency or concern.

Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Participating in the development and review of their child's individual healthcare plan.
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines).
- Ensuring that written records are kept of all medicines administered to children.
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.

The Local Academy Committee is responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place.
- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Ensuring that the school's procedures are explicit about what practice is not acceptable.
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions.
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

The Principal is responsible for:

- Promoting this policy with the whole staff team, parents/carers, students and agency partners.
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy; First Aiders trained by the school as well as individual members of staff with responsibility for individual children.
- Cover arrangements to ensure availability of staff to meet individual children's needs.
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews.

The Data Officer (Mrs Forsythe) is responsible for:

- Taking an operational overview and monitoring role in relation to this policy and school-wide practice in meeting the needs of children with medical needs.
- Ensuring all relevant staff are made aware of individual children's needs, and that confidentiality is respected.
- Ensuring staff who provide support to this group of children are able to access information and support materials as needed.
- Partnership working with the school nurse, including jointly monitoring and reviewing the plans put in place for each student.



- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date, is shared with all the individuals who need to know about it and reviewed at least annually.

Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition.
- Risk assessment for school visits, school journeys and other school activities outside of the normal timetable.
- Implementing their actions identified in individual healthcare plans.

School nurses:

- Notify the school when a student has been identified as having a medical condition which will require support in school.
- Offer support on implementing a student's healthcare plan and provide liaison regarding staff training.

Other healthcare professionals:

- Healthcare professionals including GPs and paediatricians should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Specialist local health teams may provide support in school for children with particular conditions (eg asthma, diabetes, epilepsy).

Individual Healthcare Plans

Individual healthcare plans are available for those students whose medical condition may fluctuate or where there is a high risk that emergency intervention will be needed. The individual healthcare plan will be produced by the healthcare professional in collaboration with the parent/carer and school where possible. This should be reviewed annually or when there is a change in the student's needs. The Data Officer (Mrs Forsythe) will liaise with the relevant year office to ensure that health care plans are updated.

The content of individual healthcare plans will vary depending upon each student's needs. Each plan will include the following information as required:

- Medical condition, its triggers, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments.
- Specific support for the pupil's educational, social and emotional needs.
- Any special educational need including any EHC Plan (Education, Health & Care) currently in place.
- The level of support needed and who will provide this. If a student is self-managing their medication, this will be stated.
- Who in the school needs to be aware of the child's condition and the support required.
- Parental consent for medication to be administered by a member of staff, or self-administered by the pupil during school hours (see Appendix 3).



- Separate arrangements or procedures required for school trips.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements.

Individual healthcare plans are filed in student reception where they are easily accessible to key staff. Where necessary, information from the healthcare plan will be logged on a medical support plan and shared amongst those staff that support the student concerned. These may also be accessed electronically via SIMS.

Children with Special Educational Needs & Disabilities (SEND) and Medical Needs –Responsible Staff: SENCO

Some children with medical needs also have SEND. If a child with SEND also has a medical need, and he or she has a Statement of SEND or an Education, Health and Care (EHC) Plan, their individual healthcare plan is part of that Statement or EHC Plan. For children who have SEND and a medical need but no Statement or EHC Plan, their healthcare plan includes reference to the Special Educational Need or Disability.

Procedure once notification is received

When Cardinal Wiseman Catholic School becomes aware that a child with medical needs will begin attending Cardinal Wiseman or that a child already attending the school has medical needs the SENCO will be informed. The SENCO then ensures that all of the relevant staff are notified and begins the process of planning for the child's safe admission to school. Arrangements to support students are ideally in place before they start or no later than two weeks after their admission.

When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence - usually some form of medical evidence and consultation with parents/carers. If evidence conflicts, the SENCO challenges appropriately to ensure that the right support can be put in place.

Serious medical conditions are displayed in the staff room for all staff to access.

Procedures for managing medicines

Medicines are only to be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 is given prescription or non-prescription medicines without their parent's written consent (see Appendix 2: School Medication Consent Form), or given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, is never administered without first checking maximum dosages and when the previous dose was taken. Medication can only be administered by authorised staff using the correct procedure to log incidents.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.



- We 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 only exception to this is insulin which must still be in date, but will generally be available to us inside an insulin pen or a pump, rather than in its original container).
- All medicines are stored safely. Students know where their medicines are at all times and are able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to students and not locked away and are accessible on school trips.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, **but passing it to another child for use is an offence**. Where students are able to manage and administer their own medication we require parental consent (see Appendix 3: Self-Manage Medication Consent). Otherwise, we keep controlled drugs that have been prescribed for a child securely in a non-portable container and only named staff have access. A record is kept of any doses used and the amount of the controlled drug held in school.
- Staff may administer a controlled drug to the child for whom it has been prescribed, doing so in accordance with the prescriber's instructions. We keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Children sign the drug log when the medicine has been administered. Any side effects of the medication are also noted (see Appendix 4: Drug Log).
- When no longer required, medicines are returned to the parent/carer to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

Emergency procedures

First aiders will be called to any medical emergency in school. Staff must be aware of the designated first aiders and how to contact them. The first aider will assess each individual case and act accordingly. All actions will be recorded in the First Aid Report Book.

When an ambulance is called, parents will be contacted immediately. A personal student data sheet will be printed and handed to the emergency services. The data sheet includes the following information:

- Name
- Date of Birth
- Contact details
- Emergency Contact/Next of Kin
- Medical Conditions

If a student needs to be taken to hospital, a member of staff will stay with the student until the parent arrives, or will accompany them to hospital. An incident log will be completed and sent to the Head Teacher. For students with an individual healthcare plan, staff will follow emergency procedures as identified on the plan.



Cardinal Wiseman School do not currently store an emergency kit for salbutamol inhalers. In the event of an emergency, the student's own inhaler would be used if available. Emergency procedures would be followed in the event of an asthma attack as per other emergency procedures detailed above.

Extra-curricular activities

Cardinal Wiseman Catholic School is fully committed to actively supporting students with medical needs to participate in the full life of the school including trips and visits. Healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all students to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician states that this is not possible).

Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This includes consultation with the student, the parents/carers and any relevant external agency involved in the care of the child.

Unacceptable Practice

At Cardinal Wiseman we acknowledge that it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Support for children with allergies and medical conditions

On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Data Officer will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate the Data Officer will then develop an allergy student profile (see appendix 5) which includes a picture of the student, a



description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the student file.

Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the student's possession and the other held centrally. The Data Officer will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it. First Aid trained staff will be trained on how to use an Epi-Pen. Admin will keep a list of the staff trained and their training.

Complaints

If students or parents/carers are dissatisfied with the support provided, they should discuss their concerns directly with either the SENCO or the Data Officer. If they are unable to resolve the issue through discussion, they should discuss their outstanding concerns with the Head Teacher. Hopefully, the outcome of this will be satisfactory; however, if parents/carers remain concerned they may make a formal complaint via the school's complaints procedure.

Monitoring and review

Senior Leaders review and implement the medical needs policy and procedures. Whole school data on medical needs and the impact of this policy will be reviewed to deliver best practice and comply with statutory requirements on an annual basis.

All members of Cardinal Wiseman staff who provide support to a student with medical needs should have received suitable training.

Staff must be aware of the specific medical condition they are being asked to deal with, the implications and preventative measures so that they can fulfil the requirements of the healthcare plan.

Staff **MUST NOT** give prescription medicines or undertake healthcare procedures without appropriate training (a first aid certificate does not constitute appropriate training).

Whole school awareness training will be delivered to ensure that staff are aware of the school's policy and their role in the implementation of it. Relevant healthcare professionals will be available to give specific advice as required.

New staff induction will include medical awareness training.

Parents should be asked for their views about how their child's needs can be met.



Appendix 2: School Medication Consent Form

Pupil's Name.....

DOB.....

Form.....

Name and strength of medication.....

.....

Expiry Date.....

How much to give (i.e. dose to be given).....

.....

Route to be given (e.g. by mouth).....

When to be given.....

Any other instructions.....

.....

Quantity given to the school (e.g. number of tablets).....

.....

N.B MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.

Telephone No. of Parent/Carer

Name of G.P.....

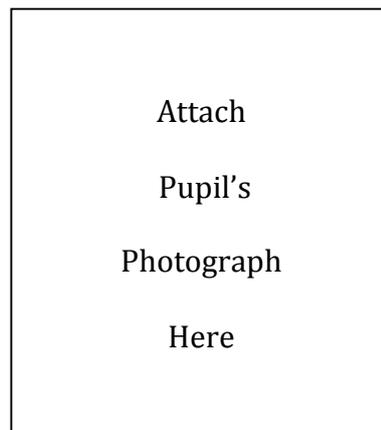
G.P's Contact Number.....

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

Parent/Carer's Signature.....

Date

If more than one medication is to be given, a separate form should be completed for each.



Appendix 3: Self-Manage Medications Consent Form

Pupil's Name.....

D.O.B.....

Form.....

Condition or Illness

Name and Strength of Medication.....

.....

Expiry Date.....

Telephone No. of Parent/ Carer.....

Name of G.P.....

G.P's Contact Number

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to my child to administer his/her own medication.

Parent's/ Carer's Signature.....

Date.....



Appendix 4: Drug Log

Name of Pupil: D.O.B..... Form.....

Name and strength of medication:

Expiry date:

How much to give:

Route to be given:

When to be given

Attach
Pupil's
Photograph
Here

| | | | | | |
|---------------------|--|--|--|--|--|
| Date | | | | | |
| Time given | | | | | |
| Dose given | | | | | |
| Side effects | | | | | |
| Staff Signature | | | | | |
| Print Name | | | | | |
| Counter Signature | | | | | |
| Print Name | | | | | |
| Student Signature | | | | | |
| Print Name | | | | | |



Appendix 5: Student Allergy Profile

Pupil's Name.....

DOB.....

Form.....

Allergic to

.....

Allergic reaction symptoms

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Location of Epi-Pens for this student

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Staff trained in use of Epi-Pen

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| |
|---|
| Attach Pupil's Photograph Here |
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