

'Learning and growing together, rooted in Christ'

Our Lady of the Wayside Catholic Primary School

Supporting Pupils with Medical Needs



Date written	September 2019
Date of last update	January 2024
Date agreed and ratified by governing body or management committee	09/03/2024
Date of next review	Spring 2025

OLW is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils 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 left school.

OLW strives to make sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

OLW understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

OLW understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: **Mrs Carol Ashcroft.**

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or head teacher. It is desirable that concerns follow the escalation pathway. Concerns regarding head teacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the school office.

1. Our Lady of the Wayside Catholic Primary school is an inclusive community that supports and welcomes pupils with medical conditions.

OLW is welcoming and supportive of pupils 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 pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made

OLW will listen to the views of pupils and parents. Because of this pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs

Staff understand the medical conditions of pupils at this school 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.

OLW understands that all children with the same medical condition will not have the same needs

OLW recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

2. OLW's school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

Stakeholders include:

- The Governing Body
- Our Lady and All Saints Catholic MAC
- Solihull SMBC
- Parental Advice
- School Nurse
- SENCo
- Family Support Worker

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

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

4. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

This school will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by the school nurse.

A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

5. All staff understand and are trained in the school's general emergency procedures.

All staff, including temporary or supply staff, know what action to take in an emergency and appropriate updates.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. A member of staff may take the child to hospital in their own car (if necessary) as long as they are accompanied by another member of staff to look after the pupil.

6. This school has clear guidance on providing care and support and administering medication at school.

This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

This 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.

This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example emergency pain relief, the school will check the maximum dosage, name of medicine and contact parents for verbal consent. If parents agree to the medicine being administered; two members of staff will carry out the process and record accordingly.

When administering prescribed medicine written consent is obtained confirming name of child, class, name of medication, dosage, time that medicine should be given, and again process is completed by two members of staff.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents at this school understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

7. OLW School has clear guidance on the storage of medication and equipment at school.

OLW makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

In agreement with the school, pupils (age appropriate) should know exactly where to access their medication under supervision.

Emergency medication/equipment is stored in the school office (some medicine such as Asthma inhalers are kept securely in specific classrooms). When inhalers are used, the dose is recorded on the back of the signed consent form which is with the inhaler.

In the event of a child displaying symptoms of asthma, and if their inhaler is not available or is unusable, a child may receive salbutamol from an emergency inhaler held by the school provided written consent has been given by parents.

Pupils do not carry controlled drugs. These are stored securely, but accessible to staff. Staff at this school can administer a controlled drug to a pupil once they have had specialist training. EpiPens would be stored securely in two locations – classroom and school office.

This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Medication will be stored in the school office.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

This school disposes of needles and other sharps by use of sharps box. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

8. OLW School has clear guidance about record keeping.

Parents at this school are asked if their child has any medical conditions at the beginning of each school year. All information is collated and overseen by the school's Family Support Worker.

Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

OLW School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. Allergy care plans are only reviewed if a change is needed/advised.

Parents, school nurse/specialist nurse (where appropriate), school office and class teacher hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

OLW School makes sure that the pupil's confidentiality is protected.

This school seeks permission from parents before sharing any medical information with any other party.

OLW School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. Any changes to an IHP for an overnight stay will be recorded and a copy of the revised IHP will accompany them on the visit.

OLW School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

9. OLW School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

OLW School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

OLW School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any issues. They use

'Learning and growing together, rooted in Christ'

opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

OLW School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

OLW School understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

OLW School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

OLW School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

OLW School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Additional Learning Needs Co-ordinator/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

10. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks and has a written schedule of reducing specific triggers to support this.

This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a pupil has a severe nut allergy, school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

'Learning and growing together, rooted in Christ'

OLW School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The roles and responsibilities for all relevant parties are (outline briefly specific responsibilities):

- Headteacher
- Governors
- Teachers and other staff
- Trained designated staff
- SENCO/Additional Needs Co-ordinator Inclusion Manager
- School nurse

12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.