

ST AMBROSE PREPARATORY SCHOOL



POLICY ON CHILDREN WITH SPECIFIC MEDICAL CONDITIONS

SPRING 2022
Review: Spring 2025

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

Children with specific medical conditions policy inc EYFS (staff are notified of regular ISI updates)

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

Existing Practice

1. A list of children who have Specific Medical Conditions is compiled by the School Secretary and updated (termly). Copies of the list are given to the Headteacher, displayed in the Staff Room and First Aid Room, and given to Class Teachers.
2. The SENCO will keep a register of those pupils who have additional medical or physical needs. Some but not all of these pupils will be included on the Special Educational Needs (SEN-LDD) Register. Based upon the individual needs of the child an Individual Healthcare Plan (IHCP) and possibly an Individual Behaviour Plan/Individual Education Plan (IBP/IEP) may be compiled.
3. Children needing to take a prescribed medicine during the school day have to present a completed consent form to the School Secretary.
4. Parents are advised not to send their child into school if he/she is unwell and pupils who have vomited or have had diarrhoea are advised to remain at home until 48 hours have passed.
5. The school has an appointed person to act as First Aider.
6. The school has an appointed person with Paediatric First Aid training on duty at all times when pupils are present.

Guidance from the School's Insurers states:

In emergency situations where medication (possibly an injection) has to be given straight away:-

1. Nominated personnel must be given adequate training beforehand in giving medication/injections, and guidelines issued by a family, medical consultant, family GP or parent followed.
2. The trained person must be proximate to the child or in their absence adequate cover arranged, in order to provide sufficient response time.
3. The child should not be placed in 'vulnerable' situations. Other children should be made aware of his/her condition, and where possible the child should be able to recognise the symptoms and alert responsible staff.
4. A contingency plan stating exactly what action is required should be in place.

Guidance Notes

The purpose of providing these notes is to put in place an effective management system to support individual pupils with medical needs and to raise staff awareness as to their responsibilities. They should be read in conjunction with DfEE/DH circular - 'Supporting Pupils at School with Medical Conditions'.

Definition

Pupils who are deemed to have specific medical needs are those who have conditions that, if not properly managed, could limit their access to education.

Aim

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school and can access and enjoy the same opportunities at school as any other child.

Sources of Support

Parents/guardians have prime responsibility for their child's health and must provide the school with information about any medical condition. The school nurse and specialist voluntary bodies may also be able to provide additional background information for the school. The School Health Service can provide advice on health issues.

Responsibilities

(There is no legal duty which requires school staff to administer medication, this is a voluntary role.)

The Education Act (1944) defines parents as a child's main carers. They must, jointly with the Headteacher, reach agreement on the school's role in helping with their child's medical needs.

The Employer (the Congregation) is responsible through the Governors for making sure that the school has a Health & Safety Policy (1974 Act) which includes procedures for supporting pupils with medical needs, including managing medication. The employer must also make sure that their own insurance arrangements provide full cover for staff acting within the scope of their employment. In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible, as it is their responsibility to make sure that correct procedures are followed. Staff are expected to use their best endeavours at all times, especially in emergencies. The employer is also responsible for making sure that willing staff have received appropriate training to support pupils with medical needs. Once a policy has been developed by the Governors, it is the Headteacher responsibility to implement it in practice and to develop any detailed procedures. The Headteacher should also make sure that all parents are aware of the school's policy and procedures for dealing with medical needs.

Policy Outline

1. Wherever possible the school will endeavor to support children with specific medical conditions on the following basis:-
 - (i) all relevant information is supplied by the parents
 - (ii) the administration of medicines etc. must be requested in writing and is undertaken on a voluntary basis. No medication will be given without specific written instructions on each and every occasion. A record of all medication given is kept in the school office.
 - (iii) the employer ensures adequate training.
 - (iv) only medication prescribed by a qualified physician may be administered in school in line with instructions on the label.
2. Medication etc. is not to be taken without the express knowledge of Staff, particularly the Class Teacher and School Secretary.
3. Medication should only be brought to school when absolutely essential and lodged with the School Secretary who will make access arrangements for the pupil.
4. Children who are unwell should not be sent into school.
5. Aspirin should never be given to a child unless specifically prescribed by a doctor.
6. A list of children with Specific Medical Conditions will be kept and updated by the, School Secretary.
7. Where there are long-term medical needs the school may draw up a written Individual Health Care Plan (IHCP), (see appendix A).
8. If a pupil refuses to take medication, school staff should not try to compel him/her. The school should endeavour to inform the parents as a matter of urgency. Where necessary, the school will inform the Emergency Services.
9. Pupils with Specific Medical Conditions will not thereby be disqualified from going on school trips. Staff supervising excursions must make themselves aware of any medical needs and plan for relevant emergency procedures. Advice can be sought from the School Health Service.
10. Pupils with Specific Medical Conditions will be permitted to follow the PE/Games curriculum in ways deemed appropriate to their own abilities. Any restrictions on a pupil's ability to participate in

PE/Games could be included in an Individual Health Care Plan. (IHCP)

11. All medications should be taken off site when pupils participate in outings.
12. Where it is deemed that a particular medicine may be harmful to others, the Headteacher must be informed and appropriate steps taken for storage and access. The Headteacher retains the authority to refuse permission for storage.
13. Medications should be stored out of reach of pupils and in line with the storage requirements on the labels.
14. Where medication is brought into school it should be in the properly supplied container, labelled with the name of the pupil, the name and dosage and the frequency of administration. The staff and pupils should know where their own medication is stored in case of emergency.
15. The named first aider will check all medications held in school each month to ensure that they remain within the use by date.
16. Where medication must be readily available to a pupil, eg asthma inhaler, the appropriate form must be completed beforehand (usually at the time of starting school).
17. Where medication is stored in a refrigerator, it should be kept in an airtight container and clearly labelled.
18. All staff should familiarise themselves with the emergency procedures notes supplied. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives. Generally, staff should not take pupils to hospital in their own car except in the case of an emergency.
19. The school will hold emergency contact details for all pupils on its role in case of any child becoming ill or receiving any minor injuries whilst in the provider's care.
20. The named first aider will ensure that a first aid box with appropriate content to meet the needs of children is held on site and also provided for outings.
21. The Headteacher and staff must treat medical information as confidential. Where possible the Headteacher will agree with the parents who else should have access to records and other information about a pupil.
22. At least one person who has a current paediatric first aid certificate must be on the premises at all

times when children are present. That there must be at least one person on outings who holds a current first aid certificate.

St Ambrose Prep school recognises that it has a legal duty to notify Ofsted/ISI and local child protection agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Reference

Trafford School Nurse Service

DfEE/DH 'Supporting pupils with medical conditions in school' publication

0-25 SEND Code of Practice 2014

Equality Act 2010

Appendix A

St Ambrose Prep School Individual Health Care Plan

Child's Name	
Class	
Date of Birth	
Address	
Medical Diagnosis or condition	
Date	
Review date	

Name of Parent/Carer 1	
Contact Numbers	Work: Home: Mobile:
Relationship to Child	
Name of Parent/Carer 2	
Contact Numbers	Work: Home: Mobile:
Relationship to Child	

Clinic/Hospital Name	
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Medical Conditions – Children with Specific Needs Policy

Contact Name/Number	
GP Name	
Contact Number	

Describe medical needs and give details of child's symptoms	
Triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.	

Name of Medication	
Dose	
Method of administration (medicine, inhaler, injection etc)	
What time should medicine be administered	
Can the pupil administer the medication by themselves? (please delete)	Yes No Yes, with supervision
Are there any side-effects?	
Additional Information	
Emergency medication i.e. Epi-pen) Describe what signs/symptoms your child would display to indicate an emergency:	

Arrangements for school visits/trips etc.
Specific support for the pupil's education, social and emotional needs

Any other information which you feel the school need to be aware of

Describe what constitutes an emergency and the action to take if this occurs

Parental Agreement (Please ✓)

Yes No

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | I agree that the information is accurate and up to date. |
| ☐ | ☐ | I agree that my child can be administered their medication by a member of staff in an emergency. |
| ☐ | ☐ | I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements. (e.g. Epi-pens) |
| ☐ | ☐ | I agree that my child can keep their medication with them for use when necessary. (e.g. Inhalers only) |
| ☐ | ☐ | I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes the school nurse, healthcare professional, emergency services etc.). |
| ☐ | ☐ | I understand that I must notify the school of any changes in writing. |

Signed: _____ **(Parent/Guardian)**

Print Name: _____

1. Headteacher's Agreement

It is agreed that (child's name) _____ will receive medication in accordance with this Health Plan, which will be reviewed annually.

Signed: _____ **Date:** _____