



**Good Shepherd Catholic  
Primary, Nursery School**

**MEDICAL POLICY**

Reviewed June 2018

# Supporting Pupils within the School Community

*'At Good Shepherd our aim is 'Striving for excellence- together as one'. As a Catholic School our ethos is based on strong Christian values; we exist to promote the love of God and the teachings of Christ, through excellence in education and high standards. We are committed to working with all members of our school community to help all pupils achieve success.'*

Children and young people with temporary or recurring medical conditions and/or mental health needs are valued as full and participating members of the school community. In September 2014, a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

(References in this Policy to 'parent' or 'parents' shall be deemed to refer also, where relevant, to a pupil's carer or carers or the person or persons legally responsible for the pupil)

The School's Inclusion Manager, working in close consultation with members of the School's Senior Leadership Team ('the SLT') will have overall responsibility for pupils with medical conditions and/or mental health needs. They will work together to ensure that this Policy, and other Policies and procedures, are regularly reviewed and fully implemented.

At this School, the persons responsible for implementing this Policy are:

The, Head Teacher

The Inclusion Manager

Members of the SLT

Legal Requirements:

Section 100 of the Children and Families Act 2014 place a duty on governing bodies in maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their schools with medical conditions and/or mental health needs.

Key Points:

- Pupils at the School with medical conditions and/or mental health needs should be properly supported so that they have full access to education, including school trips and physical education
- Arrangements are in place at the School to support pupils with medical conditions and/or mental health needs;
- Ensure that the School's leaders consult health and social care professionals, pupils and parents to make sure ~~to~~ that the needs of those pupils with medical conditions and/or mental health needs are effectively supported;
- A member of staff is responsible for ensuring that sufficient staff are suitably trained;
- A commitment that all relevant staff will be made aware of any particular pupil's medical condition and/or mental health need;
- In case of staff absence or staff turnover, to have cover arrangements in place, making sure that there are suitably trained staff ~~is~~ always available;
- Briefing for supply teachers;

- Risk assessments are carried out for pupils with medical conditions and/or mental health needs, whether those pupils are either in school or—outside of school on school visits/activities;
- Risk assessments for school visits, holidays, and other school activities outside of the normal timetable;
- Monitoring of individual healthcare plans

**Procedure to be followed when notification is received that a pupil has a medical condition and/or mental health need:**

When a new pupil joins our school community and has a medical condition and/or mental health need, ~~are~~ the following steps will take place in collaboration with the pupil, parents Inclusion Manager or other relevant members of staff to put a health care plan into place. If needs are more complex a Specialist Nurse should be brought into school to assist with this.

*[A Flow Chart setting out the process that may be followed for identifying and agreeing the support a pupil's needs is provided at Annex A.]*

## **Individual Healthcare Plans**

Individual healthcare plan(s) (IHCP) can help to ensure that schools effectively support pupils with medical conditions and/or mental health needs. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions and/or mental health needs, although not all pupils will require one. However, every pupil with Asthma should have their own Asthma Plan which should go to the hospital (in an emergency) with them as well.

At this school the individual responsible for drawing up IHCPs will be The Inclusion Manager, in consultation with the Head Teacher or an allocated member of the SLT.

An IHCP will be reviewed at least annually or earlier if the pupil's medical condition and/or mental health need changes. They will be developed in the context of assessing and managing risks to the pupil's education, health and social well-being and to minimise disruption. Where the pupil has a special educational need, the IHCP will be linked to the pupil's statement or EHC plan where he or she has one.

**When drawing up an IHCP, the following will be considered and information recorded:**

1. The medical condition and/or mental health need, its triggers, signs, symptoms and treatments.
2. The pupil's resulting needs, including medication (its side-affects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
3. Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.

4. The level of support needed, (some pupils will be able to take responsibility for their own medical condition and/or mental health needs), including in emergencies. If a pupil is self-managing his or her own medication, this should be clearly stated with appropriate arrangements for monitoring. A member of the SLT will need to supervise a pupil if it has been agreed that he or she is to self-manage their own medication.
5. Who will provide this support, their training needs, and expectations of their role? Cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the pupil's medical condition and/or mental health needs from a healthcare professional.
6. Who in the School needs to be aware of the pupil's medical condition and/or mental health need and the support required.
7. Written permission must be obtained from parents and a consultation form completed by the Head Teacher or any member of the SLT. Medication to be administered only by an agreed member of staff, or self-administered by individual pupils during school hours.
8. The administration of medicines must be witnessed by two members of staff, who must both sign in the 'Administration of Medicine' book located in the Head Teacher's office. The pupil's name must be clearly written with the date, time and dosage administered. Medication must be stored in the Head Teacher's office and easily accessible by an adult. Medication (where appropriate) must be stored in the staffroom fridge.
9. Eczema or other non-steroid skin creams may be stored in a secure cupboard in the classroom for easy access, but must be out of pupil reach
10. Asthma inhalers and Epipens (all duly and properly labelled) must be kept in the appropriate classroom in a secure cupboard and easily accessible should a pupil require it. They should have a spacer to use with their inhaler.
11. Separate arrangements or procedures to be required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
12. Where confidentiality issues are raised by the parent/pupil, the designated individuals dealing with such information will make the decision as to who will be entrusted with information about the pupil's condition.
13. What to do in an emergency, including whom to contact, and contingency arrangements: Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a pupil needs to be taken to hospital, staff should stay with the pupil until, if possible, a parent arrives. If, however, the pupil needs to be taken immediately to hospital by ambulance, and the parent cannot be contacted, or cannot reach the School in time, a member of staff will

accompany the pupil to hospital in the ambulance. When contact is made with the parent, the parent will be notified of the hospital where the pupil has been taken to and the name of the staff member to contact when arriving at the hospital.

14. If a pupil refuses to take a medication they should not be forced to do so. Refusal should be documented and agreed procedures followed. Parents should be informed as soon as possible on the same day. If a refusal could result, or results in an emergency then the school's emergency procedures must be followed.

### **Staff Training and Support:**

Staff will be given appropriate training related to specific medication for individual pupils, e.g. Sickle Cell, use of Epipen and those with other extreme allergic reactions. Advice on supporting pupils with Asthma will also be provided and all support and training reviewed on a regular basis. Training will be given as and when pupils are admitted to the School with diagnosed medical conditions and/or mental health needs.

The Medical Policy will be discussed with staff on a regular basis and included as part of the new staff induction process.

## **Emergencies**

In the event of an emergency, the ambulance (and/or other emergency service) should be directed to: Good Shepherd Catholic Primary & Nursery school, Dunley Drive, New Addington, Croydon, CR0 0RG

### **Collaborative working arrangements:**

Supporting a pupil with a medical condition and/or mental health need during school hours is not the sole responsibility of one person. A successful, working partnership between school staff, healthcare professionals, and, where appropriate, social care professionals, local authorities, parents and pupils is critical.

### **The Governing Body will:**

1. Ensure that arrangements are in place to support pupils with medical conditions and/or mental health needs. In doing so they should ensure that such pupils can access and enjoy the same opportunities at the School as any other pupil. Subject to what is said in Paragraph 3 below under this heading, no pupil with a medical condition and/or mental health need will be denied admission or prevented from taking up a place in the School because arrangements for his or her medical condition and/or mental health need have not been made;
2. Take into account that many of the medical conditions and/or mental health needs that require support at school will affect quality of life and may be life-threatening. They will often be long-term, ongoing and complex, and some will be more obvious than others. The Governing Body will therefore ensure that the focus is on the needs of each individual and how his or her medical condition and/or mental health need impacts on their school life;

3. Ensure that their arrangements give parents confidence in the School's ability to support effectively the pupil's medical and/or mental health needs. The arrangements will show an understanding of how medical conditions and/or mental health needs impact on a pupil's ability to learn, increase his or her confidence and promote self-care. In line with their safeguarding duties, not place other pupils at risk or accept a pupil in the School where it would be detrimental to the pupil and others to do so;
4. Ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions and/or medical needs. They should also ensure that any members of school staff who provide support to pupils with medical conditions and/or mental health needs are able to access information and other teaching support materials as needed.
5. Ensure that written records are kept of all medicines administered to pupils.

### **The Head Teacher will:**

1. The Head Teacher will have overall responsibility for the development of IHCP, working in close consultation with the Inclusion manager and the SLT;
2. Ensure that Policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the Policy for supporting pupils with medical conditions and/or mental health needs, and understand their role in its implementation;
3. Ensure that all staff who need to know are aware of the pupil's condition;
4. Ensure that sufficient trained staff are available to implement the Policy and deliver against all IHCP, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose;
5. Ensure that appropriate training is given to all staff and key information shared.
6. Ensure that appropriate senior staff contact and regularly liaise with other professionals, e.g. the school nursing service (mainstream schools) or special school nursing service (special schools) in the case of any pupil who has a medical condition and/or mental health needs, which requires support. The School must share information with the school nurse relating to pupils they have identified with medical conditions or mental health needs, where that information is not known to the school nurse.
7. Make sure that the School is appropriately insured and that staff are aware that they are insured to support pupils in this way.

### **Concerning School Staff:**

- Any member of school staff **may be asked** to provide support to pupils with medical conditions and/or mental health needs, including the administering of medicines, although they cannot be required to do so.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support pupils with medical conditions and/or mental health needs.
- Any member of the School staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition and/or mental health need requires help.
- Pupils will often be best placed to provide information about how their medical condition and/or mental health need affects them. They will be fully involved in discussions about their medical condition and/or medical health need and contribute as much as possible to the development of, and comply with, their IHCP. Pupils, who are competent, will be encouraged to take responsibility for managing their own medicines and procedures, only if it has been agreed or suggested by medical professionals. Wherever possible, pupils will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication, quickly and easily. Pupils, who can take their medicines themselves or manage procedures, will require a level of supervision.
- All staff should be aware of safe disposal of medication including when on school visits.

### **Concerning Parents:**

They will provide the School with sufficient and up-to-date information about the pupil's medical condition and/or mental health needs. They may in some cases notify the School that the pupil has a medical condition and/or mental health needs. They will also be involved in the development and review of the pupil's ICHP. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

### **Concerning the School Nurse and other qualified healthcare professionals:**

- They will notify the School when a pupil has been identified as having a medical condition and/or mental health need, which will require support in school. Wherever possible, they will do this before the pupil starts at the School
- The School Nursing Service would not usually have an extensive role in ensuring that schools are taking appropriate steps to support pupils with medical conditions and/or mental health needs, but can support staff on implementing a pupil's ICHP (if required) and provide advice and liaison
- The School Nursing Service is able to provide training to school staff to administer the following medications:
  - ❖ Epipen (for allergies)

- ❖ Buccal Midazolam (for epilepsy)
- ❖ Inhalers (for asthma)
- ❖ Other medication as agreed with health professionals based on individual needs
- The School Nursing Service has a duty phone number for enquiries relating to training or health care plans, and can be contacted on: Nursing Team at Parkway New Addington  
**Tel: 01689 808810**

#### **Concerning GPs, paediatricians and other healthcare professionals:**

- They will notify the School Nurse when a pupil has been identified as having a medical condition and/or mental health need that will require support at school.
- They may provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g. asthma, diabetes, epilepsy or other health needs, as appropriate).

#### **Concerning Local authorities:**

- They will promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and the NHS England, with a view to improving the well-being of pupils so far as relating to their physical and mental health, and their education, training and recreation;
- They will provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within the IHCP can be delivered effectively;
- They will work with schools to support pupils with medical conditions and/or mental health needs to achieve full time attendance. Where pupils would not receive a suitable education in a mainstream school because of their overall health needs, then the local authority has a duty to make other arrangements.

#### **Concerning Providers of health services:**

- They will co-operate with schools that are supporting pupils with medical conditions and/or mental health needs, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.

#### **Concerning Clinical commissioning groups:**

- They will ensure that commissioning is responsive to pupils' needs, and that health services are able to co-operate with schools supporting pupils with medical conditions and/or mental health needs.

#### **Managing Medicines on School Premises**

- **Medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so;**
- **No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent. *(In exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of his or her parents, it is good***



*practice for professionals to follow the criteria commonly known as the Fraser guidelines, but only after discussion with health professionals. In such cases, every effort should be made to encourage the pupil or young person to involve his or her parents while respecting his or her right to confidentiality);*

- **No pupil under 16 will be given medicine which contains aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should not be administered without parental consent and a medical form completed. Dosages should always be checked against guidelines on the box/container. Parents should be consulted as to when previous dosages have been given. Parents should be informed of all dosages administered;**
- **Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;**
- **A pupil's name and instructions for administration, dosage and storage must be provided. Where possible the original container as dispensed by a pharmacist must be provided. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container; MEDICINES PRESCRIBED TO OTHER NAMED PATIENTS WILL NOT BE ADMINISTERED. ALL MEDICINES ADMINISTERED MUST HAVE THE PUPIL'S -NAME ON THEM;**
- **All medicines will be stored safely. Pupils will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens will be readily available to pupils and not locked away;**
- **A pupil who has been prescribed a controlled drug may legally have it in his or her possession if competent to do so, but passing it to another pupil for use is an offence;**
- **The School must be aware of, or made aware of, all medicines brought into school and only in exceptional cases (as agreed with medical professionals) will a pupil be allowed to retain medication in his or her bags or pockets;**
- **The School will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted; and if medication is for any reason not given a record must be kept and the parent informed;**
- **Administration of medicines must be witnessed by two members of staff who must both sign in the 'Administration of Medicine' book located in the Head Teacher's office. The pupil's name must be clearly written with the date, time and dosage administered. Medication must be stored in the Head Teacher's office and easily accessible by an adult. Medication (where appropriate) must be stored in the School's staffroom fridge;**
- **Eczema or other non-steroid skin creams may be stored in a secure cupboard in the classroom for easy access, but must be out of a pupil's reach;**

- A record of all allergies of the pupil must be maintained and shared with staff and kitchen staff;
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Medicines will also be returned to parents at the end of an academic year;
- Staff will monitor medicine expiry dates, but it will be the primary responsibility of parents to monitor such expiry dates and obtain replacements before their expiry

### **Liability and Indemnity – Risk Protection Arrangements (RPA) Membership**

#### **Concerning Governing Bodies of maintained schools, Academies, and management committees of PRUs:**

- Should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Proprietors of Academies should ensure that either the appropriate level of insurance is in place or that the Academy is a member of the Department for Education’s RPA scheme provided specifically for Academies. It is important that a school’s Policy sets out the details of its insurance arrangements which cover staff providing support to pupils with medical conditions and/or mental health needs. Insurance policies should be accessible to staff providing such support.
- Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions may be brought against the employer.

#### **Concerning Day trips, residential visits and sporting activities:**

Reasonable adjustments will be made to encourage pupils with medical conditions and/or mental health needs to participate in school trips and visits, or in sporting activities. Teachers will be aware of how a pupil’s medical condition or mental health needs will impact on his or her participation, but there should be enough flexibility for all pupils to participate according to their own abilities. Schools will make arrangements for the inclusion of pupils in such activities, unless evidence from a clinician, such as a GP or Consultant, states that this is not possible.

#### **Concerning Home to School transport for pupils requiring special arrangements:**

The Local Authority is required to provide appropriately trained escorts. Where a pupil has a life threatening condition, the School will check that the Local Authority has been advised of this.

### **Managing and Administering Medicines**

### **Concerning Unacceptable Practice:**

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's ICHP, it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same medical condition and/or mental health need requires the same treatment;
- ignore the views of the pupil or his or her parents;
- frequently send home pupils with medical conditions and/or mental health needs, or prevent them from staying for normal school activities including lunch;
- if a pupil becomes ill, send him or her to the school office or medical room unaccompanied
- penalise pupils for their attendance record if their absences are related to their medical condition or medical health need, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to effectively manage their medical condition;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to the pupil including with toileting issues. No parent should have to give up working because the school is failing to support the pupil's medical condition and/or mental health needs;
- Prevent or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. requiring parents to accompany the pupil.

### **Concerning Complaints:**

Should parents be dissatisfied with the support provided to pupils, they should discuss their concerns directly with the School. If, for whatever reason, this doesn't resolve the issue, they may make a formal complaint via the School's Complaints Policy and procedure. (The School's Complaints Policy is available at the School office and on the School's website)

### **Concerning Support for Pupils through periods of absence from school:**

For some pupils, their medical condition and/or mental health needs could require them to have an extended period of time out of school. The School will do all that it can to ensure, firstly, that such pupils are supported through their period of absence from school and, secondly, sensitively re-integrated once they are well enough to attend.

The School's co-ordinator for pupils with medical conditions and/or mental health needs will take an active and continuing role in their educational, social and emotional progress. The School will aim, at all times, to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a pupil's medical condition and/or mental health need requires an extended period of absence from school, the school may need to seek the assistance of external agencies. Staff, including hospital tutors, will support pupils who are temporarily unable to attend classes on a full time basis. These pupils may be:

(a) Pupils who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days, or who have conditions which lead to recurrent absences from school which becomes significant in the longer term;

(b) Pupils with medical conditions and/or mental health problems who are unable to attend school.

Some pupils with medical conditions and/or mental health needs may be disabled. Where this is the case the governing body will comply with their duties under the Equality Act 2010. Some pupils may also have special educational needs (SEN) and a statement, or Education, Health and Care Plan, which brings together health and social care needs, as well as their special educational provision.

The aim of using external agencies is to support the School in its work to reintegrate pupils into full time education at the earliest possible opportunity. In the greatest number of cases this means a return to mainstream education.

The School will continue to maintain a contact with a pupil who is unwell and not attending, and will contribute to his or her academic and reintegration plans in order that he or she may enjoy a continuous level of education and support from the School during their period of absence. This may include providing external agencies with relevant information about the pupil, helping to maintain contact with parents, assisting with and guiding their school work, supporting the process of achieving public examinations or taking part in National Curriculum tests and providing emotional support at the level of teacher and peer involvement. The School will do all that it can to maintain links with appropriate agencies, the Educational Welfare Service, and the Educational Psychology Service. . Reintegration back into school will be properly supported so that pupils with medical conditions and/or mental health needs fully engage with learning and do not fall behind when they are unable to attend.

Finally, the School will do all that it can to fully implement the London Borough of Croydon's Policy on the education of children and young people with medical conditions and/or mental health needs.

This Policy will be reviewed regularly and will be accessible to parents via the School's website.

**Annex A: Model Process IHCP**

