



# Our Lady of the Visitation Catholic Primary School

## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

This policy is carried out in the light of our Mission Statement

***'We Learn, Love and Grow Through Christ'***

Core Purpose – School Mission Statement

<b>Date of Ratification:</b>	<b>September 2015</b>	<b>Signed:</b> <i>Kathleen Coll</i> <b>Miss K. Coll (HEAD TEACHER)</b>  <b>Mrs H.McKenzie (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>	<b>September 2016</b>	<b>Signed:</b> <i>Kathleen Coll</i> <b>Miss K. Coll (HEAD TEACHER)</b>  <b>Mrs H.McKenzie (CHAIR OF GOVERNORS)</b>
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### Safeguarding Statement

At Our Lady of the Visitation Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady of the Visitation Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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## **1. Guidance on the administration of medication (general):**

- Non prescription medicines are not allowed in school;
- If medicine is prescribed 3 times daily, parents are advised that administration should be made before school, after school and at bedtime;
- If medicine has to be administered in school then parents/ guardians are requested to:
  - supply the exact dose in a syringe  
or
  - the correct number of tablets/capsules which the pupil can self administer  
or
  - make arrangements to come to school to administer the necessary dosage.

All medicines should be given to the class teacher who will keep it in a secure place. There is no secure storage for medicines that need to be kept in a fridge so these will need to be administered by parents or at home.

All parents must give written permission for the medicine to be on site and state the exact dosage and timing of said medicine. This will be formally recorded with parents/guardians and school's signatures.

## **2. Aims**

It is our aim to ensure all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so they can play a full and active role in school life, remain healthy and achieve their academic potential. As a school we will provide effective support for the child's medical condition, ensuring the pupil feels safe and the fullest possible level of participation in all aspects of school life.

We acknowledge that pupils with long term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

Where deemed appropriate school will seek medical advice and guidance on the best procedures to support pupils to enable them to take part as fully and safely as is possible in all school activities. We will foster positive relationships with relevant local health services to guide us in supporting pupils with medical conditions and listen to and value the views of parents and pupils involved.

We expect parents/ guardians to advise school of their child's specific medical needs. Details will be recorded and held on school's computer system. They will be displayed in the medical welfare room and in classrooms out of sight of other pupils, to alert the teacher (and any temporary supply staff) to such needs – this includes asthma and anaphylaxis.

### **3. Admissions**

Children with medical conditions are entitled to a full education and have the same rights of admissions to school as any other child. No child will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However the school, in line with safeguarding duties have a duty to ensure pupils are not put at risk from unnecessary risk and therefore do not have to admit a child in school at times where it could be detrimental to the health of that child or others to do so.

### **4. Pupils with inhalers /Epi-pens**

Class teachers will be responsible for Nursery to Key Stage 1 pupil's access to inhalers. Key Stage 2 pupils will be responsible for their own inhalers (under the supervision of class teachers) so that they always have immediate access to them. All medicines including epi-pens will be kept in a safe, secure place in the classroom. Where agreed in the plan of care, inhalers will be taken out of school for off-site activities. Parents/ guardians will be informed of the arrangements by letter. Information for each pupil will be updated as appropriate and checked at the beginning of each academic year. It is the responsibility of parents/guardians to ensure that any medications (including inhalers and epipens) stored at or brought into school, have not reached their expiry date.

### **5. Obtaining and Recording Accurate Information**

Our Lady of the Visitation Catholic Primary School will ask all parents/ guardians of new entrants whether their child has any medical conditions and / or complex health needs. This information will be stored on school's computer system. If appropriate this will be noted on a special educational needs record / Educational Health Care Plan (EHCP) and will be updated as necessary. The records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;
- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the pupil.

Parents will be informed if their child has been unwell at school by the Welfare Officer or the class teacher.

For pupils transitioning between schools we will liaise with the settings named person to share relevant documentation. For pupils transitioning into our school we will use the

medical evidence available and consult with parents to ensure the right support is put in place.

## **6. Staff Training**

The governing body ensure that staff are properly trained to provide the support that pupils with medical conditions need. The Inclusion Manager/SENCO (Doreen Leonard/Andrea Chapman) have overall responsibility for ensuring staff are sufficiently trained. As a school we make a commitment that all relevant staff are made aware of the child's condition.

Any member of school staff providing support to a pupil with medical needs will receive appropriate training. Advice will be sought from external professionals as to the most appropriate training available. Staff training will be reviewed regularly by Inclusion Manger/SENCO. Supply Teachers will be directed to the medical policy in the Supply Staff/Visitors to School Folder and informed via written handover or by partner teacher of children with medical conditions. New staff will be inducted by Inclusion manager/SENCO on school procedures.

We will discuss with parents how their child's needs can be best met and solicit their views.

## **7. Access to Medicines and Inhalers**

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), pupils will need access to their location. Inhalers and epipens will be stored in a designated location within the classroom where immediate access can be obtained. Additional epipens will be centrally stored as with all other medications in the school office. All inhalers, capsules and epipens must be labelled with the pupil's name and class. There are two main types of inhalers:

- **Relievers** – clearly relieve the symptoms of asthma – common examples are called 'Ventolin' and Bricanyl' and are usually BLUE in colour. **(These are the only inhalers that should be at school).**
- **Preventers** - relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are 'Beclafort', 'Becatide', and 'Intal' and are usually BROWN in colour. **(These should not be brought to school).**

**N.B.** Staff do not administer medicines to pupils unless specifically agreed e.g. Epipens, rectal diazepam. However, pupils will be given assistance to self administer medication if written authority is provided by the parents or if a pupil is unable to self administer, eg is having an asthma attack or is too young.

All staff have been trained in what to do if a pupil has an asthma attack or anaphylactic shock.

## **8. Emergency Procedures**

All staff receive regular first aid training. Named first aiders are Katy Clark, Clare Rice and Amanda Bratchell who have all received paediatric first aid training.

In an emergency the schools procedures are:

- To contact a first aid member of staff.
- Contact emergency services and provide relevant information.
- Ask office to inform parents
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.
- Staff should not take pupils to hospital in their own car.

## **9. Sports & Exercise**

Staff should be aware of those pupils who may become wheezy during exercise. Breathlessness during an activity will result in the pupil withdrawing from the activity for that lesson and being monitored by school's staff trained in first aid.

After school clubs run by outside agencies will be made aware of medical conditions. For outside activities staff should also be aware of pupils who have been prescribed Epipens for severe reactions to bee/wasp stings. In the event that an epi-pen is needed when outside send for the spare epi-pen in the school office to prevent delay.

## **10. Day trips, residential visits and Sporting Activities.**

Pupils with medical conditions should be supported to participate as fully as possible in day trips, residential visits and sporting activities.

## **11. Animals**

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils, known to react in this way, should not approach, handle or care for the animals. To avoid this, pets should not be kept in general areas but in special designated rooms where pupils and staff do not normally work. This also applies to any incubator that is used to hatch chicks. Appropriate risk assessments should be made and agreed with parents / guardians before any educational visits to sites where animals are present.

## **12. Returning From Absence Due to Illness**

We acknowledge the social and emotional implications associated with medical conditions and will provide support to reintegrate pupils back into school life. We will support children

with medical conditions to fully engage with their learning to prevent them falling behind when they are unable to attend.

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil returns to school after an illness, parents/ guardians should ensure that he/she can cope with the whole school day. Pupils will not be excused from swimming due to illness. Pupils who are not well enough to go swimming should be kept at home.

### **13. Long-term Medical Problems**

Where there are pupils suffering from conditions that might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or diabetes, all teachers are made aware of the condition, the treatment and any other relevant information. Where a condition is known to need specific intervention, e.g. administering rectal diazepam for epilepsy, school will seek advice and training from a suitably qualified professional. Parents/ guardians are responsible for notifying school of any known conditions or changes to medication / care plans. School will ensure this information is updated. All emergency use of inhalers will be recorded in the Medical Book kept in the medical room.

In the case where pupils with medical conditions may be disabled we comply with our duties as laid out under the Equality Act 2010. These children may also have an Educational Health and Care Plan stating their special educational need provision which will be supported and monitored by the Inclusion Manager/SENCO.

### **14. Educational Health Care Plans**

Educational Health Care Plans (EHCP) are developed by the Inclusion Manager/SENCO (Doreen Leonard/Andrea Chapman) to support those pupils with medical conditions however not all children with medical conditions will require one.

### **15. Cleaning Regimes**

Excessive dust from 'walked in' dirt (clay particles) contributes to respiratory problems and should be removed by school's regime of vacuuming on a regular basis rather than by normal sweeping. Filters on warm air central heating systems will be checked and cleaned regularly in particularly dusty environments. Such filters will always be cleaned before the heating is switched on for the autumn term.