

St. Joseph's Catholic Primary School

Policy on Meeting Medical Needs

Here at St Joseph's Catholic Primary School, we learn and grow through the love of Jesus. Our community is a safe, caring and happy place where everyone is supported and valued. We encourage and challenge everyone to achieve their full potential, spiritually, academically, morally and socially. We inspire others with a love of learning and aim for excellence in everything we do. Through our own faith, we treat one another the way we would like to be treated. We help every child to be gentle and fair: to always do their best.

'Learning through the Love of Jesus Christ'

Introduction

Here at St Joseph's we are committed to giving all of our children every opportunity to achieve the highest of standards. We offer a broad and balanced curriculum and have high expectations of all the children. The achievement, attitude and well-being of all our children matter. This policy helps to ensure that this school supports the individual needs of all our children, irrespective of ethnicity, attainment, age, disability, gender or background. We recognise that some of our children may need additional support in accessing the curriculum.

St Joseph's is committed to providing a safe and secure environment for its pupils and staff. The governors and staff are committed to promoting British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and lifestyles.

This policy should be read in conjunction with the other school policies particularly:

- SEND Policy
- First Aid Policy

Compliance

The policy complies with Section 100 of the Children and Families Act 2014. This legislation places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Roles and Responsibilities

Mrs Barbara Burns the SENCO works with Mrs Kim Hannon the Office Manager to oversee the medical needs of pupils in the school. As well as meeting their medical needs, arrangements are in place to support pupils where necessary and staff receive appropriate training.

The Headteacher will be responsible for ensuring that cover is available if staff are absent and that there are suitably qualified staff to support the child's needs within the school.

Mrs Burns will ensure that all members of staff that need to know about the medical needs of pupils in their class and that if it is necessary a risk assessment has been done for within school. However it is up to the class teacher as part of the Evolve form to ensure that an appropriate risk assessment has been done for school visits or any other learning taking place of site.

Where a parent feels that their child's medical needs should not be discussed they should arrange to see Mrs Burns (SENCO) or Mrs Grange (Headteacher) to discuss the matter.

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Aims

Pupils at St Joseph's with medical conditions, whether physical or mental health, should be properly supported so that they have full access to education and play a full and active role in school life, including school trips and physical education.

Children with medical conditions have the same rights of admission as other children to St Joseph's and no child will be denied admission or prevented from taking up a place in school because of their medical condition or because the school has not made arrangements for their needs.

The school will work with health and social care professionals, parents and the pupils to ensure that the pupil is effectively supported.

This policy should be read in conjunction with the School's SEND policy.

Objectives

At St Joseph's we recognise that parents of children with a medical condition are often concerned when their child starts school. The SENCo will work closely with the parents to ensure that the needs of the child are fully understood and will liaise with health care professions to ensure that the appropriate resources and staff training is in place when the child starts school.

She will continue to liaise with parents, staff and health care professions to ensure that the child's needs continue to be met as they move up through the school, particularly in the case of a degenerative or complex medical condition.

Where a child has a medical condition that is considered to be a disability or results in the child have special educational needs, the school will follow the guidance of the SEN Code of Practice 2014.

Procedure

At the beginning of a new school year, or on entry to the school, all parents will be asked to complete a confidential medical needs form. This form will be handed to Mrs Hannon who, together with Mrs Burns (SENCO), will complete the school Medical Needs Register.

Each classroom is equipped with a medical box (usually green) which is stored by the sink. In the box is keep such medicine that is required to be administered either in emergency (e.g. epipen) or regularly (e.g. inhalers). In the box will be a list of those children in that class that are on the Medical Needs Register, their medical need, appropriate treatment and any other advice such as in case of emergency.

Where a child, such as those suffering from epilepsy, need to have access to controlled drugs, those drugs are stored in a separate box, out of reach of children, above the sink. These drugs are to be administered by trained staff in the case of the child suffering from a fit. Currently the staff trained to administer the drugs are Mrs P Dalton, Miss A Smith and Mrs J Simner.

If a child, particularly those who have a known medical condition, presents with a new or more extreme symptoms, this should be treated as a new condition and if necessary an ambulance should be called. (refer to First Aid policy)

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All staff working with children with a serious medical need should receive appropriate training before working with the child. This should be over and above general First Aid training. Regular training for all staff in Epipen and Asthma support should take place.

Where a child has not yet been diagnosed with a medical condition but has a medical need, the school will put in place such support as is necessary to support that child.

Where a care plan is already in place the school will ensure that all members of staff that need to know what to do and a copy of the care plan will be kept in the classroom medical box as well as in the office.

When a child has a known food allergy or is suspected of having a food allergy, the school kitchen will be informed and they will have a picture of the child together with a list of foods they are allergic to.

Individual Healthcare Plans

Where a child has a severe condition, particularly if it fluctuates or involves periods of absents from school, it may be appropriate to draw up an individual healthcare plan. The school, parents and healthcare professionals should agree on what actions are needed and appropriate. Where there is a disagreement between any of the parties, the headteacher will have the final say on what should be included to ensure that the school is giving the child the best possible care.

Individual healthcare plans should be shared with the class teacher, Senior Mid-day meal supervisor and any other adult in school that works regularly and directly with the child. Copies of the plan should be kept on file in the Office, on file with the SENCo and in the class Medical Box.

The plan should be reviewed each year or more often if the child's needs change. The plan should be developed with the child's best interests in mind and to ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

The individual healthcare plan should record:

- The medical condition, its triggers, signs, symptoms and treatments
- The effect on the pupil and details of medication needed to be administered (include details of time, facilities, equipment and any other needs that might impact on the effectiveness of the medication)
- Specific support for the pupil's needs both academic, social and emotional
- The level of support needed, including in emergencies.
- If the child is self-medicating; what arrangements are in place
- Names of people who provide support and details of the nature of that support
- Who in the school needs to be aware of the child's condition
- Authorisation to administer medication or self-administered by the child
- What to do in an emergency, who to contact and contingency arrangements.

Staff Training and Support

It is the Governing body's responsibility to ensure that pupils with medical conditions are given the appropriate support. They should ensure that sufficient staff have received suitable training and are competent to support the children with medical conditions.

The Headteacher should ensure that all staff who need to know are aware of the child's condition. They should ensure that sufficient trained staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They should make sure that staff are appropriately insured and aware that they are insured to support pupils in this way.

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The SENCO should work with the school nurse and other healthcare professionals to ensure that all children with a medical need have been identified. Where a child has not been identified but a medical needs has come to the school's attention, then SENCo will work with the School Nurse to arrange for appropriate advice and training.

School staff are not required to administer medicines to pupils, although in some cases it is necessary for this to be done in school. On such occasions, the parent will give written permission for the medicine to be administered and it will be done so by Mrs Kim Hannon. Where a child receives regular medication, this will be administered by support staff after appropriate training.

Child's role in managing their own medical needs

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medication, particularly in the case of asthma.

If a child is self-medicating this should be recorded in the class medical list and the children should carry their medication in an appropriate place such as a bumbag.