



ST. THOMAS MORE CATHOLIC PRIMARY SCHOOL

Supporting Children with Medical Needs Policy

MISSION STATEMENT

I have come so that they may have life and have it to the full - John 10:10

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents, the school and Parish and grow as a Christian community.

We aim to embed the virtues in every child to believe in themselves to be the best that they can be and leave school as well-rounded individuals who care about themselves, others, and the world.

This policy must be read in conjunction with the
Safeguarding and Child Protection Policy, the SEND Policy
and the Intimate Care Policy

Date drafted: June 2024

Date ratified by the Governors: June 2024

Date for review: June 2026

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1. AIMS

St Thomas More Catholic Primary School aims to make sure that pupils with medical conditions receive appropriate care and support at school.

2. INTRODUCTION

All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with DfE's statutory guidance updated on 11th December 2015- 'Supporting pupils at school with Medical Conditions'

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Pupils who have medical conditions that require an EHCP (Education, Health and Care Plan), practice will comply with the 'SEND Code of Practice 2014'

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

3. MEDICAL CONDITIONS REGISTER

- Schools admissions forms request that parents/ carers provide information on pre-existing medical conditions. Parents/ carers are obliged to inform school at any point in the school year if a condition develops or is diagnosed.
- Parents/ carers are reminded of the vital importance of providing this information to school and of updating the school, should there be any changes or new conditions diagnosed.
- A medical conditions register is kept, updated and reviewed regularly by a member of the SEND team under the direction of the SENDCO. Each class teacher has an overview of the register for the children in their care.
- Support and supply/ agency staff have access to the register on a need to know basis.
- Parents/ carers are assured that data sharing principles are adhered to.
- Transition meetings are held in order to pass information on as the child moves throughout the school and Key Stages.

4. CARE PLANS

Please see Intimate Care Policy for information on Intimate Care Plans.

- Where necessary, a Care plan is developed in collaboration with the child, parents/ carers, SENDCO and medical professionals.
- Care Plans are easily accessible to all relevant staff, including supply/ agency staff, whilst maintaining confidentiality. If consent is provided by parents/ carers, a photo is used. *In the case of conditions with potential life-threatening implications, the information is available to everyone.*
- Care Plans are reviewed at least annually or when a child's medical circumstances change (whichever is sooner).
- Where a pupil has an Education, Health and Care Plan (EHCP), the Care Plan is linked to it or becomes a part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the Local Authority or Alternative Provision provider and school is needed to ensure that the Care Plan identifies the support the child needs to reintegrate.

5. TRAINING OF STAFF

- Newly appointed teachers/support/ supply/ agency staff will receive training on this 'Supporting Children with Medical Needs Policy' as part of their induction where necessary.
- Only staff trained specifically and named on the Care Plan undertake any healthcare procedures.

6. ADMINISTRATION OF MEDICINES

- Where possible, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours (this includes those prescribed 3 times a day- before school, after school and bedtime.)
- St Thomas More Catholic Primary School will support children and families in creating a schedule for the administration of medication to allow the medications to be administered by parents/ carers outside of school hours, where possible.
- If this is not possible e.g. with a medicine prescribed 4 times a day prior to staff members administering any medication, a parent/ carer must complete and sign a 'Request for School to Administer Medicine' form (see Appendix 1). A parent/carers must complete and sign the relevant paperwork in order for the medicine to be administered at school (an Individual Healthcare Plan)
- It will be emphasised at this point that this is only a request. The Head Teacher can ask staff to administer the medicines *although they cannot be required to do so*.
- No child will be given any prescription medicines without written parental consent except in exceptional circumstances.
- Medicines must be in date, labelled and provided in the original container with dosage instructions.
- When a member of staff administers medicine, another member of staff must witness and sign to say that they have witnessed.
- A maximum of 4 weeks' supply of the medication may be provided to the school at one time.
- Controlled drugs that have been prescribed will be securely stored in a non-portable container which is easily accessible in an emergency. Named staff will have access.
- Medications are stored in a locked cupboard in the School Office. Except Adrenaline auto-injectors which will be stored in a bag with the child and a spare in the medical box in the classroom.
- Any medications left over at the end of the course will be returned to the child's parents/ carers.
- Written records are kept of all medication administered to children.
- If the child refuses to comply with their health procedure, parents/ carers will be immediately informed (and this action will be written into their Care Plan).
- St Thomas More Catholic Primary School cannot be held responsible for any side effects that occur when medication is taken correctly.

Asthma

Children with asthma need to be able to gain quick access to their inhalers (and spacers). Parents/ carers will complete an Individual Healthcare Plan (Appendix 1) A labelled inhaler

and form is in the Medical Box in the classroom. Parents/ carers are responsible for checking inhalers are replenished when needed.

Anaphylaxis and administration of epipens

Anaphylaxis is an extremely dangerous allergic reaction triggered by foods (e.g. nuts, seafoods) or non-foods (e.g. wasp stings, certain medicines). Parents/ carers will complete an Individual Health Care Plan (Appendix 1) A labelled Adrenaline auto-injector will be stored in a bag on/next to the child and a spare in the medical box in the classroom.

7. EMERGENCIES

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so that they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a member of staff.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents/ carers arrive.

8. DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

Where possible, clear arrangements will be made to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities (unless a clinician states it is not possible).

Risk assessments will be undertaken in order to plan for the inclusion of pupils with medical conditions.

Visit leaders will make sure that medications are taken on offsite visits.

9. PROCEDURE

- Parent or healthcare professional informs school that child has a medical condition or that their needs have changed
- SENDCO coordinates an initial meeting to discuss child's medical needs
- SENDCO coordinates a meeting to agree on the need for an Individual Health Care Plan / Intimate Care Plan or EHCP application. This will include key school staff, the child, parents/ carers and relevant healthcare professionals and other medical/ health clinician as appropriate (or to consider evidence provided by them).
- The Individual Health Care Plan/ Intimate Care Plan are developed in partnership.
- School staff training needs are identified.
- Training is delivered so staff are competent.
- The Individual Health Care Plan is implemented and circulated to all relevant staff.
- The Individual Health Care Plan is reviewed annually or when the medical condition changes.



Individual Healthcare Plan

Child's name:	
Year Group/Class:	
Date of birth:	
School:	St Thomas More Catholic Primary School
Medical diagnosis or condition:	
Date:	
Review date:	

GP Information	
Name:	
Phone number:	

Family Contact Information	
Contact 1:	
Name:	
Relationship to child:	
Contact numbers:	Work: _____ Home: _____ Mobile: _____
Contact 2:	
Name:	
Relationship to child:	
Contact numbers:	Work: _____ Home: _____ Mobile: _____

Who is responsible for providing support for your child in school:	Teacher, Teaching Assistant, Senior Leadership Team, Administration Staff
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Medicine

All medicines must be in the original container as dispensed by the pharmacy

Name/type of medicine: <i>(as described on the container)</i>	
Dosage and method:	
Expiry date:	
Timings: Specify if daily, times of day or when required	
Ongoing until: Further notice, period of time, seasonal etc.	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Administered by an adult	Yes / No * cross out as applicable
Administered by child with adult supervision	Yes / No * cross out as applicable
Describe what constitutes an emergency, and the action to take if this occurs	
Arrangements for school visits/trips etc	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I understand that I must deliver the medicine personally to the class teacher or school office. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer Signature: _____

Date: _____