



St Joseph's Catholic Primary School Medical Conditions Policy

Policy reviewed and updated in September 2018

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Policy statement and principles

St Joseph's Primary school is an inclusive community that aims to support and welcome pupils with medical conditions and provide them with the same opportunities as others at the school. This includes the physical environment, social and emotional, sporting and educational activities. We will help to ensure pupils can be healthy, stay safe, enjoy and achieve and make a positive contribution. This policy is based on the Department of Education statutory guidance (Sept 2014) [Supporting pupils at school with medical conditions](#).

Roles and responsibilities

Parents and guardians:

- Informing the school of any ongoing or temporary medical conditions and completing appropriate forms
- Ensuring all medications are labelled and within expiry dates
- Making the school aware of any changes in the medical condition

Pupils:

- Inform appropriate adults if they are experiencing symptoms

The Headteacher / Designated Medical Needs Officer:

- Ensure the school is inclusive and welcoming and teachers make arrangements as appropriate

Teachers and other school staff:

- Receive training and are aware of triggers and symptoms and know how to act in an emergency
- Know which pupils in their care have a medical need and allow immediate access to emergency medication
- Support pupils in remembering to have their medication with them when out of the classroom
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities

Other health professionals:

- Help provide advice and training to school staff

Monitoring of Individual Healthcare Plans:

This school uses Individual Healthcare Plans (IHCPs) to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Parents complete these and return them to school during the autumn term.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form is given to parents to complete and an IHCP is not required.

Forms can be obtained from the school office.

School Health Care Register and Storage and Access to Individual Healthcare Plans

- A register of pupils with medical needs, along with IHCPs are kept in the school office.
- New IHCP are requested annually to ensure they are up to date
- A copy of the IHCP is also kept in the classroom
- In cases of emergency, details of the IHCP will be shared with emergency services

Administration of medication

- Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent
- Administration of medication is completed under the supervision of a member of staff

Storage of medication

Safe storage – emergency medication (EpiPens)

- a. Junior pupils are responsible transporting their own EpiPens between classes, lunch hall and the playground. Infant pupils are responsible for handing their EpiPens to the adult on duty. If parents provide a spare it is kept in the office

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard in the office

Safe storage – general

- a. Office staff check the expiry dates for medication stored
- c. All medication brought into school needs to be clearly labelled with the pupils name, dose of medication and frequency. It is the parent's responsibility to ensure in date medication is in school
- d. Medication is refrigerated as appropriate
- e. Sharp objects are disposed of safely using an appropriate Sharps Bin container

Record keeping

- At the beginning of each academic year parents will be requested to complete a new IHCP
- Pupils who have new medical needs during the year will be asked to complete an IHCP
- For short term medical needs parents will be asked to complete permission for administering medication and if appropriate an IHCP
- A record of medications given to pupils are recorded in the office

In an emergency

- In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff working with children who are diabetic receive training and support from the diabetic nurse.
- IHCPs inform staff of emergency actions to be taken.
- If a pupil needs to be taken to hospital, a familiar adult will accompany and stay with them until a parent arrives.
- For off-site activities, a risk assessment is undertaken to ensure pupils medical needs can be met.

Complaints

If parents have a query about the medical needs provision their child receives it is suggested that they first approach the medical needs officer and then consult the Headteacher if they require further information. If the matter is not fully resolved, it may then be referred to the Governors.