ST MARGARET WARD CATHOLIC ACADEMY

Supporting Students with Medical Conditions Policy

Let us remember we are in the presence of God "

Policy Adopted	Last Review	Next Review	Author
November 2023	July 2026	July 2027	J Brown

Agreed by Governors	Date

Contents

Supporting Students with Medical Conditions

Appendix A **Ambulance Request Guidelines**

Appendix B **Individual Care Plan**

Appendix C **Prescribed Medicines**

Appendix D **Staff Training Schedule**

St Margaret Ward Catholic Academy

Supporting Students with Medical Conditions

Governors' Statement of Principles

Purpose:

- To fulfil the governors' duty of care to students and staff
- To promote teaching and learning and high standards of attainment
- To maintain the ethos of **St Margaret Ward Catholic Academy**
- To support the inclusion of all students
- To give guidance to the Principal in drawing up the Policy
- To establish procedures for monitoring and review

Rationale:

St Margaret Ward Catholic Academy is an inclusive community which supports and welcomes students with medical conditions, and which aims to provide all students with a similar range of opportunities to promote success and achievement at every stage and age.

This policy supports the work of the school in ensuring that all students can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing.

In order for this to be achieved:

- Students with medical conditions are encouraged to take control of their condition and must feel confident in the support they receive from school to help them to do so.
- Parents / carers need to feel secure in the care their children receive at school.
- Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition.
- Staff understand their duty of care to students in the event of an emergency and know what to do in a medical emergency.

(See Appendix A)

- The school understands that certain medical conditions are serious and can be potentially, life-threatening, particularly if ill-managed or misunderstood.
- Staff have knowledge of the common medical conditions affecting students at our school.
- The policy is understood and supported by the whole school community.

The policy outlines the responsibilities of the school, parents/carers and students in order to ensure everyone is clear about their respective roles. It is written in regard to Statutory guidance – Supporting the pupils at school, updated September 2017 and section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy is

written in regard to the Equality Act 2010 and where appropriate takes into consideration the Special educational needs and disability code of practise: 0 to 25 years

Roles and Responsibilities:

Members of the school community know their roles and responsibilities in maintaining an effective Supporting Students with medical conditions policy.

- St Margaret Ward Catholic Academy works in partnership with all interested and relevant parties including the school's governing body, school staff, parents/carers, healthcare professionals and students to ensure the policy is implemented successfully.

Statutory Guidance 3 Specimen Asthma Policy 4 Record Keeping 5 Flow chart 6 Asthma Register 7 Asthma Action Plan 8 Guidelines for Asthma Action Plan 9 How to Recognise an Asthma Attack 10 Emergency Procedure 11 Notification to parent 12 Record of Inhaler Use 13 How to use a spacer 14 Care of spacer and inhaler 15

Parents/ carers have a responsibility to:

- Tell the school if their child has a medical condition
- Assist with the Individual Care Plan and ensure it is accurate and up to date;
- Work with the Inclusion Team, if appropriate, to reach agreement on the school's role in supporting their child;
- Inform the school about medication their child needs during school hours;
- Inform the school of any medication or additional assistance their child needs while taking part in activities in and out of school;
- Tell the school about any changes to their child's condition / medication;
- Follow the Storage of Prescribed Medicines Policy if appropriate;
- Keep their child at home if they are not well enough to attend school;
- Provide confirmation from a health professional of their child's fitness to attend school, if requested to do so by the school

Students have a responsibility to:

- Treat all students equally and with respect;
- Follow the school's Behaviour Policy and Code of Conduct contract
- Tell parent, teacher, none teaching member of staff if they are not feeling well
- Treat all medication with respect;
- Know how to gain access to their own medication in an emergency;
- Know how to take their own medication and take it accordingly;
- Ensure a member of staff is called in any emergency situation;
- Support any student who is not well

The Principal has a responsibility to:

- Designate a key person (Vice Principal and SENCO/Health and Wellbeing Manager) to oversee the overall implementation of the Policy;
- Ensure the policy promotes inclusion and is in line with local and national guidance;
- Ensure liaison between interested parties;
- Ensure the policy is put into action and communicated to all concerned, and that information sharing systems regarding Individual Care Plans are effective;
- Ensure student confidentiality within the remit of the Confidentiality Policy;
- Assess, and address as appropriate, the training and development needs of staff;
- Ensure staff, including new staff, know the Supporting students with the Supporting Students with Medical Conditions policy;
- Monitor and review the policy annually and update it in accordance with review recommendations and recent local and national guidance and legislation;
- Report to the governing body on the implementation of the policy.

Staff with responsibility for students have a responsibility to:

- Understand the school's policy;
- Know which students in their care have a medical condition and be familiar with their Individual Care Plan; (Appendix B)
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- Know the School's Ambulance Request Guidelines; (Appendix A)
- Ensure students who carry their medication have it with them when they go on a school visit;
- Allow students to have access to their emergency medication if needed;
- Ensure students with medical conditions are included in activities as far as practicable

Teaching staff have a responsibility to:

- Be aware that medical conditions can affect a student's learning, provide extra help as appropriate in order for students to catch up on work missed;
- Liaise with parent/ carers via the HOY if a student is falling behind with their work because of their medical condition;
- Use opportunities such as fidei time and other areas of the curriculum to raise students' understanding about medical conditions

Staff with first aid training have a responsibility to:

- Assist casualties with common injuries or illnesses;
- When necessary, ensure that an ambulance or other professional medical help is called.

The Health & Wellbeing Manager and other support staff have a responsibility to:

- Implement and update the Policy;
- Assist with the creation of Individual Care Plans;
- Know which students have a medical condition and have special educational needs as a result, and advise teaching colleagues.
- Ensure the necessary arrangements are made regarding special consideration or access arrangements in exams or coursework.

Procedures:

The procedures arising from this policy will be shared across the Academy. Consultation will involve all members of the school community who have a responsibility within this area. The procedures will make the school's provision clear to stakeholders and will have a clear rationale which is shared with staff, students and parents. The procedures will be consistently followed, with regard to individual circumstances, and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community.

Annual consultation will involve:

The Vice Principal, SENCO, Health and Wellbeing Manager, the School Nurse, First Aiders, Inclusion Team and Office representatives

St Margaret Ward Catholic Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions.

Training:

The school will ensure that appropriate training on aspects of medical issues, emergency procedures and inclusive practice is provided to support the implementation of the policy. (Appendix D)

Involvement with outside agencies:

The school works positively with outside agencies. It seeks support from them to ensure that the needs of all students are met by utilising the range of external support available.

Review:

- The Principal, in consultation with the staff, will monitor and review the Policy and procedures and evaluate them to ensure that the operation is effective, fair and consistent. The Principal will keep the Governing Body informed.

The policy and procedures will be reviewed to ensure their continuing appropriateness and effectiveness. The review will take place in consultation with the Principal, Governing Body, staff and focus groups.

Supporting Students With A Medical Condition Policy Procedures and Guidelines:

The Policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders.

- Students are informed about the policy: through School Council, in fidei time, lessons and Assemblies
- Parents / carers are informed about the policy: by including the Rationale and purpose on the school's website and signposting access to the policy; when communication is sent out about Individual Care Plans; when their child joins the school
- School staff are informed about the policy: through INSET sessions; at scheduled medical conditions training; by the policy being displayed in relevant areas and in the Staff Handbook when staff join the school
- For an overall view, the school has a student list of students with care plans their medical condition, and medication needed
  This is displayed in the Health & Wellbeing Office and is available for all staff

Staff understand what to do in an emergency for the most common serious medical conditions:

- Staff are aware of our students' most common serious medical conditions:
  Diabetes, epilepsy, asthma and anaphylaxis
- Staff understand their duty of care to students in the event of an emergency. In an emergency situation staff have a common law duty to act like any reasonably prudent parent, which may in exceptional circumstances extend to administering medication.
- Staff who work with groups of students know what to do in an emergency for the students in their care with medical conditions, and follow the 'Ambulance Request Guidelines' as necessary. Cover and Supply staff receive the relevant updates and information from the Administrator.
- Action for staff to take in an emergency for the common serious medical conditions at our school is displayed in the Health & Wellbeing Office.
- The school uses Individual Care Plans to inform appropriate staff of the Medical conditions and emergency procedures for students in their care.

- A copy of the student's Individual Care Plan is sent to the emergency care Setting wherever possible.

Staff understand and are trained in the school's general emergency procedures:

- All staff know the school's Ambulance Request Guidelines and who to contact within school should a medical emergency occur.
- Ambulance Request Guidelines are displayed in key areas: Health & Wellbeing Office, PE, Design and Technology, Staffrooms, School Office, Faculty Offices/Workrooms, Kitchens, and is in the Staff Handbook.
- If an ambulance is required to attend school in an emergency, the call Should usually be made by the School Office. (Administration team)
- The ambulance should only be called by other members of staff when it is deemed an extreme or urgent situation in which any time delay may have an adverse effect on the student's/adult's condition or if extra advice from the ambulance service is urgently required. If another member of staff makes the emergency call, they must immediately contact the school office, so that they can inform the parent/carer.
- Information needed to make the emergency call: name, age and location of casualty.
- The school office will give the emergency services details of the best route By which the casualty can be reached.
- The school office will advise the parent / carer and inform them of their child's condition and what action has been taken.
- Parent/carer or next of kin will be asked to go to Main Reception where they will be met by a member of staff who will escort them to the casualty, unless it is more expedient for them to meet the casualty at the hospital.
- When the school office is notified of the emergency, any stored medication, the student's Individual Care Plan (if applicable) and a mobile phone (if required) will be sent to the casualty's location.
- The Individual Care Plan may also be of use to the paramedics on their arrival.

The school has clear guidance on the administration of medication at school.

- All students are encouraged to administer their own medication.
- Parents of students with long term medication needs must liaise with the Health & Wellbeing Manager if their child needs assistance or supervision in administering medication.
- No child under the age of 16 can be given medicines without their parent/carer's written/verbal consent.
- If in any doubt, staff will not administer the medication but will check with the parent/carer or a health professional before taking further action.
- If staff have concerns relating to the medication needs of a student, parent/carer will be contacted for guidance.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- Parents / carers must understand that if their child's medication changes or is discontinued, they should inform school immediately.

- Staff leading off-site visits are aware of any students with medical conditions through the Individual Care Plans and Medical Forms. They carry information about the type of condition and what to do in an emergency.
- If a student misuses medication, either their own or another student's, parent/carer is informed and the school's usual disciplinary procedures apply.

The school has clear guidance on the storage of medication in school.

- If a student's emergency medication is stored in school, it is readily available during the school day or at off-site activities.
- Students carry their own emergency inhaler/Epi-pen at all times and must keep it secure.
- See also the Prescribed Medicines (Appendix C)
- All non-emergency medication is kept securely, according to the Prescribed Medicines (Appendix C)

Whilst it is the parent/carer's responsibility to ensure medication is in date the Health & Wellbeing Manager checks expiry dates for all medication stored in school each month and notifies parents/carers via students when medication is about to expire. Documentation is kept of these checks.

- Medication is stored according to instructions, refrigerated if necessary.
- Sharps boxes are used for the disposal of needles. Parents / carers obtain Sharps boxes from their child's GP or paediatrician on prescription.

The school has clear guidance about record keeping:

- Admissions forms: parents are asked if their child has any health conditions or health issues, including allergies.

- **Individual Care Plans:** the school draws up a plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Plan if required.

- **Purpose of Individual Care Plans:** to inform staff about the needs of students with a medical condition; to identify common or important individual triggers for students with medical conditions; to ensure emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency; to remind parents and students to ensure any medication kept at school is within its expiry date.
- The Plan is based on the information provided by parent/carer, healthcare professional if appropriate, and the student.
- A draft copy is sent home for student and parent to check and return to school.
- Individual Care Plans are used to support staff working with pupils.
- Parents are regularly reminded to update their child's Personal Care Plan as necessary.
- Parents will be contacted each year, in order for families to make any changes.

- Parents and students are provided with a copy of the student's Individual Care Plan.
- Individual Care Plans are also kept in a central location in the Health & Wellbeing Office.
- For an overall view, the school has a student list, medical condition, medication and whether they have a Individual Care Plan, the level of risk associated with their condition and if the student carries medication with them. This is displayed in the Heath & wellbeing Office.
- All members of staff who work with groups of students have access to the Individual Care Plans for students in their care.
- The school ensures that all staff protect student confidentiality.

- The school will provide emergency services with a copy of the Plan.
- The school seeks permission from the student and parent before sharing any medical information with any other party, such as when a student is on a Work Experience placement.
- Staff leading off-site visits take copies of any relevant Plans.

The school has clear guidance on supporting medical conditions requiring a toilet pass;

- Where a student has a medical condition which necessitates the provision of a toilet pass during teaching periods, a statement will be required from a medical practitioner; G.P., consultant or School Nurse to enable the school to fulfil the request.
- In cases of new admissions or a new or evolving medical condition, a temporary toilet pass will be issued, with the provision that medical evidence is provided within 1 calendar month. Failure to provide requested medical evidence may result in the toilet pass being revoked.
- In cases of short term requirement, i.e UTI, copies or screenshots of a prescription label will suffice as evidence for a temporary toilet pass for 2 weeks.

Complaints

Should a parent or pupil be dissatisfied with the support provided they should discuss their concerns directly with the Academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Academy's complaints procedure.

Appendix A

Ambulance Request Guidelines

- All staff know the school's Ambulance Request Guidelines and who to Contact within school should a medical emergency occur.

- Ambulance Request Guidelines are displayed in key areas: Health & Wellbeing Office PE, Design and Technology, Staffrooms, School Office, Faculty Offices/Workrooms, Kitchens, and is in the Staff Handbook.

- If an ambulance is required to attend school in an emergency, the call Should usually be made by the School Office. (Mrs L Bloor/Ms S Wild)

- The ambulance should only be called by other members of staff when it is deemed an extreme or urgent situation in which any time delay may have an adverse effect on the student's/adult's condition or if extra advice from the ambulance service is urgently required. If another member of staff makes the emergency call, they must immediately contact the school office, so that they can inform the parent/carer.

- Information needed to make the emergency call: name, age and location of casualty.

- The school office will give the emergency services details of the best route by which the casualty can be reached.

- The school office will advise the parent / carer and inform them of their child's condition and what action has been taken.

- Parent/carer or next of kin will be asked to go to Main Reception where

they will be met by a member of staff who will escort them to the casualty, unless it is more expedient for them to meet the casualty at the hospital.

- When the school office is notified of the emergency, any stored medication, the student's Healthcare Plan (if applicable) and a mobile phone (if required) will be sent to the casualty's location.

- It is advised that any student with a Personal care Plan carries a copy with them so it is easily accessible for any first aid and for emergency information.
- The Personal Care Plan may also be of use to the paramedics on their arrival.

Appendix B

St Margaret Ward Catholic Academy

Individual Care Plan

Pupil Name **Date Of Birth**

Need	Action	Person Responsible
		Parent/Carer
		School Staff

Signature Parents ……. **Date ……**

Appendix C

Prescribed Medicines

Medicines should only be administered at school when it would be detrimental to a pupil's health of school attendance not to do so. No child under 16 should be given prescription of non-prescription without parental consent.

Parents are asked to complete a consent form to enable school to give required prescribed medication to their child.

Paracetamol can be given (1 x 500mg under the age of 12) by the school for minor ailments such as headaches and period pain, only after contacting Parent/carer.

All prescribed medication should be clearly marked in the original container/bottle with his/her name, along with the name or the medication, strength, dosage and also the name and telephone number of the dispensing chemist. It will be kept in the Health & Wellbeing Office, where your child will go at the required time.

Some medicines will need to be stored in school all the time. It is the parents'/carers' responsibility to ensure that an adequate supply is available in its original packaging and that it is in date with clear directions on the label, indicating the type of medicine, child's name and dosage. All medicines are stored safely, pupils should know where they are kept and be able to access them immediately. Diabetic pupils have their own medicine cabinet to keep their insulin, needles, monitors and hypo box and should be able to access their key immediately when needed.

All medication given including insulin will be recorded electronically time/dosage/type.

Parent/Guardian Consent Form for the Administration of Medication

To be completed and returned when a child brings their own medication into school.

Please state below the child's name and year, the name of the medication and course duration. On the table, please log the date, dosage and the time/s you wish your child to take their medication during the school day

Pupils Name _Fidei Group

_____

Name Of Medication

Day	Date	Dosage	Time to be administered
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that my child must bring their medication to school in a clearly marked original container/bottle with his/her name, along with the name of the medication, strength, dosage and also the name and telephone number of the dispensing chemist. The medication must be handed directly to reception. This will be passed to the Pastoral Support Office, where your child will go at the required time.

Pupils will be supervised administering their own medication.

All medication will be stored in a locked cabinet or refrigerated if required.

Signature of Parent/Guardian: _____Date: _____

Appendix D

Staff Training Schedule

List of First Aid Staff

Rebecca Heath	Rebecca Jones	Kate Underdown
Rachel Worrall	Paul Birkin	Mark Pearson
Robert Fryer	Maria Sharp	Annette Averill
Natasha Grimes	Joanne Millington	Tina Shaw
Cheryl Leighton	Libby Mottram	Kai Callaghan
Jackie Kelsall	Sue Wild	Ambia Begum
Trica Rhodes	Paige Boulton	Maisie Blakemore
Alistair Anslow	Amy Dempsey	Tim Hickman
Bradley Steele	Andrea Holdcroft	Jerome Stevens
Amy Pimblott	Poppy Hollins	Mary Yates
Samra Ali	Miles Powell	Lara Dowd
Helen Chance-Terry	Joseph Jessett	Hope Gwilt
Catherine Pranauskas	David Cartwright	Yvette Hodgkinson
Julie Hogan	Jodie Ryan	Kayleigh Croft
Julie Bowers	Stacey Bates	Lucy Jones
Louise Bloor	Lynn Imber	Jill Smith
Jennifer Plant	Jake Farr-Green	Paul Johnson
Jules Hewitt	Laura Jackson	Carole Callaghan
Stacey Bates	Chloe Bradshaw	Amber Jones
Andrea Paul	Martin Edwards	