



Supporting Pupils with Medical Conditions

St Richard Reynolds Catholic College

Policy: Supporting Pupils with Medical Conditions

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Rationale

“The poor in health are a richness for the Church: And you ... have received the gift and the responsibility to accept these riches, in order to help them be valued, not only for the Church herself, but for all of society,” Pope Francis, September 2014

St Richard Reynolds Catholic College aims to help all pupils achieve their God-given potential. It recognises that pupils with medical conditions face additional barriers to achieving this goal. These can include social and emotional difficulties as well as physical issues. The College will therefore ensure that pupils receive the medical, educational and emotional support they need in order to have the same opportunities to excel as other pupils.

Aims and Objectives

- To ensure that pupils with a medical condition receive the support they need in order to access a full education
- To ensure that pupils have access to the medical support they need to be safe in school
- Staff know what to do in an emergency
- Parents and carers of pupils with medical conditions feel secure in the care their children receive at this school.

We will achieve this by

- Creating an inclusive atmosphere where pupils with medical conditions feel safe and valued
- Establishing principles for safe practice in the management and administration of prescribed medicines where these are necessary to the wellbeing of the child in College
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Maintaining up to date records, including parental permissions and IHPs

This policy should be read in conjunction with the College SEND policy, the SSRHS Behaviour Policy, the College Anti-Bullying Policy and the College Safeguarding policy.

Procedure to be followed when notification is received that a pupil has a medical condition

At transition, parents are asked to inform the College about their child's medical needs by filling in the Pupil Information form. Information is also sought from the child's previous school or nursery. In addition, all parents are given the opportunity to discuss their child's health needs with a member of staff. In the High School this is part of the interview which parents of all pupils joining the High School have as part of transition arrangements. In the primary school, each child in Reception has a Home Visit from their teacher which allows parents to discuss any health concerns.

If a medical condition arises while the child is a member of the College, we ask parents to inform us and to provide us with medical information, such as letters from healthcare professionals or healthcare plans, as soon as possible. Our aim is to have any required arrangements organised within two weeks. We will always listen to the views of parents, but we may refuse requests which are not supported by medical evidence.

How we will support pupils with medical needs

Physical Needs

We recognise that each child is an individual with differing health needs and do not assume that pupils with the same condition needs the same treatment. As far as possible, pupils will be supported to manage their own condition and will carry their own medicines with them. Younger pupils will need more support in taking medicine than older pupils. Staff will allow pupils to drink, eat or take toilet breaks if these requests are related to medical needs.

Social Needs

We will ensure that pupils with medical conditions receive support for their emotional and social needs through the pastoral system. This may include helping them to engage in social activities, including during breaks and before and after school and ensuring they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits. We are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the College's anti-bullying and behaviour policies. Personal, social and health education (PSHE) lessons and assemblies offer opportunities to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Educational Needs

The College recognises that pupils with medical conditions are more likely to have their education disrupted by medical treatment. Pupils will not be penalised for their attendance record if their absences are related to their medical condition e.g. hospital appointments. If a child has a period of hospital education or alternative provision, we will work closely with providers to minimise disruption to the child's education. It is expected that pupils with medical conditions attend school for the full day, including lunch, unless their individual healthcare plan specifies otherwise. Where pupils appear to be falling behind, they will be referred to the Learning Support department.

School Meals

Pupils with medical conditions may have allergies or food intolerances. The College works closely with Cucina, the College caterer, to ensure that pupils can eat safely in the canteen. Any known issues will be shared with the kitchen staff, including a photo of the child. The canteen will provide meals which cater for allergies and intolerances. Parents are asked to complete an **Allergies Special Diets** form which details their child's needs. In complex cases, parents may be asked to provide a statement of their child's dietary needs from a medical professional.

The College recognises that dietary needs may change and parents are encouraged to keep the College updated with any changes.

Individual healthcare plans (IHP)

A child is likely to need an IHP if their medical conditions

- fluctuate
- lead to a high risk that emergency intervention will be needed
- are long-term and complex

In these cases, the College will work with parents and medical professionals to draw up an Individual Healthcare Plan. This will include details of:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side-effects and storage) and
- other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Not every child with a medical condition will require an IHP. The IHP may be written by a member of the College, the School Nurse or a medical professional. The College will work closely with parents and medical professionals to establish how best to support a child. The child's views will also be sought and there will be an emphasis on helping the child to manage his or her own condition. When there is disagreement, the school may challenge the views of parents. The final decision on whether to write an IHP and on its content lies with the Principal.

Healthcare plans will be reviewed annually or if there is a change in the child's medical needs. If a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will liaise with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively and to minimise disruption to his or her learning.

If a child has a special educational need identified in a statement or education, health and care plan (EHC), the individual healthcare plan will be linked to or become part of that statement or EHC plan. If a child

has SEN but does not have a statement or EHC plan, his or her special educational needs will be mentioned in their individual healthcare plan.

Day trips, residential trips and sporting activities

St Richard Reynolds is an inclusive school which seeks to include pupils with medical conditions in every aspect of school life. Pupils with medical conditions will be actively supported to go on trips and to take part in sporting activities. When planning trips, teachers will make reasonable adjustments to allow pupils with medical conditions to participate unless there is evidence from a clinician that this is not possible. Pupils with medical conditions will be named in the risk assessment and their needs will be specifically considered. If necessary, advice from parents or healthcare professionals will be sought but it is not our practice to ask parents to accompany trips.

Teachers leading a residential trip will seek up-to-date information about the pupil's current condition and their overall health before the trip, including information about medication not normally taken at school. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away.

Key People at St Richard Reynolds: Roles and Responsibilities

The Governing Body will

- Ensure the policy for meeting the needs of children with medical conditions is implemented and reviewed
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions

The Principal is responsible for

- developing and implementing the College Policy
- ensuring that all staff are aware of their roles and of the health needs of children in their care
- ensuring that there are enough trained staff available to deliver IHPs, including in emergencies
- development of IHPs
- insuring school staff appropriately
- contacting the school nurse if a child has a medical condition which requires support at school
- ensuring that medicines are stored safely

At St Richard Reynolds the following responsibilities are delegated to **Mrs Anna McMullen, Head of Primary** and **Mr Daniel Novak, Vice Principal, High School**:

- developing and implementing the College Policy
- ensuring that all staff are aware of their roles and of the health needs of children in their care
- overseeing the development of IHPs

Miss Jessica McEvoy, College Medical Co-ordinator, is responsible for

- keeping up to date records of pupils' medical needs through Sims
- producing and reviewing 'health care plans' (IHP) for pupils, liaising with the College nurse and parents as necessary
- monitoring the provision of First Aid, including training and kits
- ensuring that all staff are aware of the health care needs of our pupils, including training where necessary
- advising staff on risk assessments for trips, especially residential trips
- ensure that College policy on the administration of medicine is followed, including record keeping, parental consent and disposal of medicine
- ensuring that Cucina, the College caterer, are fully aware of a pupils' allergies and intolerances
- liaison with Cucina to ensure that the correct paperwork is completed
- publicising the role of the College Nurse
- organising, in liaison with the School Nursing Service, relevant national health programmes such as immunisations and health/weight/hearing checks
- monitoring the implementation of the College Policy on Supporting Pupils with Medical Conditions

The **School Nurse** is responsible for

- notifying the College when a child has been identified as having a medical condition which requires support in school
- advising on writing and implementing an IHP e.g. sourcing training

Our School Nurse is **Charlie Pratten** and she can be contacted on **020 8614 5300** or by email at charlotte.pratten@hrch.nhs.uk.

Natasha Burke-Manganaro, Operations Manager is responsible for

- ensuring Health & Safety, First Aid and Fire policies are implemented
- checking that all internal and external risk assessments meet the needs of pupils for all college curriculum activities, events and trips

The **Pastoral Team** are responsible for

- actively guarding against bullying by fostering a culture where each person is respected
- ensuring that pupils are educated about different health needs through the College PSHCE programme and through the assembly rota
- ensuring that the social and emotional needs of pupils with medical conditions are identified and met
- monitoring the academic performance and wellbeing of pupils with medical conditions

School staff are responsible for

- being aware of the medical needs of children in their care
- considering and planning for these medical needs when planning classroom activities and school trips
- being aware of the social and emotional needs which may accompany medical conditions
- knowing what to do when a pupil with a medical emergency needs help
- ensure pupils who have been unwell catch up on missed school work

- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaison with parents, the pupil's healthcare professionals, special educational needs co-ordinator and welfare officers if a child is falling behind with their work because of their condition

School staff may be asked to administer medicine, but unless it is part of their job description they cannot be required to do so. Staff will receive training before they take on responsibility for administering medicine.

Parents and carers are responsible for

- providing the College with sufficient and up-to-date information about the medical needs of their child, including notification of medical conditions
- developing and reviewing the IHP, in partnership with the College
- fulfilling any actions which are their responsibility in the IHP
- ensuring that they or a nominated adult are contactable at all times
- providing the medication termly, ensuring it is within date and labelling it correctly with their child's full name, date of birth, form, the dose and frequency of the medication. Medicine should be brought to the College by an adult.
- informing the College of any change of medication and any relevant medical advice
- replacing medicine when it has been used or out of date e.g. EpiPens after eighteen months
- ensuring that children using medication such as inhalers or EpiPens, where speed may be important, have a labelled inhaler or EpiPen in their bag.
- Ensuring that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

While parents play a key role, it is not College policy to ask parents to attend school to administer medication or provide medical support to a pupil.

Pupils with medical conditions are responsible for

- managing their own medical conditions as far as possible, in line with their age and capacity
- Pupils who use inhalers or EpiPens should keep them with them in their bag at all times.
- contributing to the developments of their IHPs

If a pupil is not following their IHP, then staff will alert parents.

All pupils are responsible for creating a College where each person is respected by

- showing respect for difference
- helping other pupils in an emergency
- being sensitive to the needs of others

Collaborative working

St Richard Reynolds Catholic College will work in partnership with other agencies in order to secure the best outcomes for our pupils. These include

- the School Nursing Service
- the Primary mental health team
- Children's and Adolescents' Mental Health Services
- The Education Psychology Service
- National charities
- Social Services
- The home tuition team (Richmond and Kingston)
- Any healthcare professional linked to a child

Staff Training

The training needs of the College are reviewed each year in readiness for the new intake in September. Members of the school staff who provide medical support to pupils with medical conditions will receive appropriate training. Training is usually commissioned through the School Nursing Service or in liaison with the lead healthcare professional. If training is not available through the School Nursing Service, other sources include relevant national charities. The family of the child may be asked to contribute to the training if they wish. A register of all staff training is maintained by the Office team. If a training need arises during the year, training will be sourced to ensure that the pupil's medical needs can be met in school. Training will include the specific medical conditions they are being asked to deal with, their implications, preventative measures and emergency procedures.

A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Staff will not be asked to give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

Whole school communication

Information about the needs of pupils with medical conditions is shared with all staff on Inset Days in September. Staff are told how to recognise a medical emergency and what action to take for each child. Posters, including photographs, are also displayed in key areas such as the staffroom and in the canteen kitchen.

Information about pupils is shared with cover teachers when the College uses them.

Managing and Administering Medicines at St Richard Reynolds Catholic College

The administration of medicine is the responsibility of the parent or Carer and children who need medication should have it administered at home if at all practicably possible. Medicine will only be administered in College when it would be detrimental to the child's health or school attendance not to do so.

What medicines will we administer?

Examples of the main occasions when we will administer medicine are listed below:

- i. When suffering from chronic illness or long-term health problems such as asthma, diabetes or epilepsy.
- ii. In the event of an emergency - e.g. the use of an EpiPen/AnaPen for anaphylaxis, which is an extreme allergic reaction requiring urgent medical treatment.
- iii. When suffering from a short-term illness but are fit to return to College although needing to continue their course of medication.
- iv. When needing a pain-relieving drug during the College day - secondary Colleges only
- v. When needing medication on a College journey e.g. Calpol, travel sickness tablets

We will administer medicine in line with the following principles

We will manage prescribed medicines (e.g. antibiotics, inhalers), where appropriate, following consultation and agreement with, and written consent from, the Parents/Carers.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

It is our policy not to administer non-prescribed medicines, (e.g. Paracetamol or cough mixtures provided by the Parents/Carers). Exceptions may be made on occasions if a pupil needs a pain-relieving drug or medication such as travel sickness. Parental consent must be given in writing. Aspirin will not be given to children under 16 unless prescribed by a doctor. Medication for pain relief may be administered with parental consent (e.g. on residential trips) but will not be administered without first checking maximum dosage and when the previous dose was taken.

Pupils who require maintenance drugs such as Insulin or emergency medicine such as EpiPens will have an IHP written for them and medicine will be administered in line with the plan. We will manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the Parents/Carers. On such occasions, a health care plan will be written for the child concerned

If the Principal is unable to agree the request to administer medication, then he should do so in writing. If a refusal is made then a reason should be given.

Storage of Medicine

All medicine accepted at the College must be handed in by an adult (preferably the parent) and the administration details must be as given on the parental consent form. It should be in small quantities, but in the original container/package as dispensed by the pharmacist and with the pharmacist's instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. All medicines, except EpiPens/AnaPens, Asthma inhalers and other emergency medication should be under lock and key and never in a first aid container. Controlled drugs will be kept in a locked non-portable container to which only named staff have access.

EpiPens/AnaPens should be kept in an accessible but safe area in a visibly marked container, which has consent and Health Care Plan with EpiPen/AnaPen. Children should know where their medicines are at all times and be able to access them immediately.

All medication will be checked at the end of each term. Medicine will be returned to parents at the end of each year.

Disposal

Medicine will be returned to the parent to be disposed of. 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Record keeping

When medicine is administered to pupils, a record stating what, how and how much was administered, when and by whom, is kept in the College Office. Any side effects of the medication are also noted. Parents are also informed if their child has been unwell. Health care plans are stored securely and parents should be reminded to update the College with any changes.

Emergency procedures

If a child is unwell in a lesson, they should be sent with a sensible pupil to the College Office or a pupil may be sent to get help if there is a possibility that the pupil is too unwell to go to the Office. Pupils should not go to the Office on their own. Pupils are taught that they should tell a teacher if another pupil is unwell or has had an accident. At lunch or break they should go to either the teacher on duty or to the College Office. If First Aid is given, then parents will be notified by email or phone. In the event of an emergency, First Aiders are called to give First Aid and an ambulance is called if necessary. Advice for staff calling an ambulance is given in Appendix C. If a child is taken to hospital a member of staff will normally accompany them if the parents or carers cannot be there.

For individual pupils, with specific needs, IHPs explain what an emergency is for the pupil and what teachers should do.

Appendices

- A. Individual Healthcare Plan template**
- B. Parental agreement for School to administer medicine**
- C. Allergies Special Diets Form**
- D. Emergency Services / Ambulance Checklist**

Appendix A

Individual healthcare plan



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

INDIVIDUAL HEALTHCARE PLAN

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Email	
Home Phone	
Mobile	
Name	
Relationship to child	
Email	
Home Phone	
Mobile	



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Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Appendix B

Parental agreement for school to administer medicine



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Parental agreement for School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]



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Appendix c

Allergies Special Diets



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

ALLERGIES AND INTOLERANCES

PLEASE ONLY COMPLETE THIS FORM IF YOUR CHILD HAS AN ALLERGY OR FOOD INTOLERANCE AND REQUIRES A MODIFIED DIET

Our caterers, Cucina, strive to provide menus for children with certain food allergies and intolerances wherever possible. If your child has an allergy or intolerance you must complete the form below and return it to the college office as soon as possible. Please note that this **MUST BE** a medical requirement and you **MUST** also provide a recent letter/certificate from a medical professional.

Data will be kept confidential but will need to be passed on to Cucina in order for them to assess the need and develop a plan for ensuring your son / daughter's needs are managed appropriately.

PUPILS NAME:	
MALE/FEMALE:	
PARENT/CARER NAME:	
RELATIONSHIP TO CHILD:	
CONTACT NUMBER:	
EMAIL ADDRESS:	
TYPE OF ALLERGY/ INTOLERANCE (please circle all that apply):	MILK / EGGS / GLUTEN / PEANUTS / TREE NUTS / SESAME / CELERY / MUSTARD / SOY / FISH / MOLLUSC / LUPINS / <u>SULPHUR DIOXIDE</u> / SULPHITES / CRUSTACEANS / FOOD <u>COLOURING</u> / PEAS / PINEAPPLE / OTHER
IF OTHER, PLEASE SPECIFY	
MY CHILD REQUIRES A MODIFIED DIET TO EXCLUDE THE ALLERGIES TICKED ABOVE:	<input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE ENSURE YOU HAVE ENCLOSED SUPPORTING MEDICAL DOCUMENTATION WITH THIS REFERRAL FORM. FORMS WITHOUT OFFICIAL MEDICAL DOCUMENTATION WILL NOT BE PROCESSED IN ACCORDANCE WITH CUCINA COMPANY POLICY

Please note, you may be contacted by Cucina directly if further information is required.
Please allow two weeks from submission of this form to Cucina for a suitable menu to be available.

Parent/Carer Signature:.....

Date:.....



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Appendix D

Emergency Planning

Emergency Services / Ambulance

If the Medical Co-ordinator has assessed the incident and decided an Ambulance is required or should it be immediately obvious that Emergency Services are required:

To request an Ambulance

- Dial 999, ask for **Ambulance** and be ready with the following information.
- The College telephone number: 020 8325 4630
- Give your location as follows: St Richard Reynolds Catholic College,
Clifden Rd, TW 1 4LT
- Give exact incident location within the College
- Give your name
- Give brief description of pupil's symptoms and the time of the incident
- Inform Ambulance Control of the best entrance which is **main College entrance on Clifden Road.**
- Make sure someone is available to meet the paramedic crews.

Speak clearly and slowly and be ready to repeat information if asked.