



Supporting Pupils with Medical Conditions Policy

St. Peter's Catholic Academy

OUR MISSION

"Together One Family, One Community in Christ."

St. Peter's Catholic Academy recognises that gospel values and the teachings of the church are central to the life of the school. The school aims to create an environment where children can develop physically, emotionally, socially and morally fostering co-operation and communication between home, school, parish and the local community. Together we hope to lead our children towards understanding, tolerance, justice and sensitivity to the needs of others.

Introduction

Most children at some time in their lives will have a medical condition which could affect their attendance or participation in activities. This may be short-term, such as completing a course of medication, or long term which, if not managed properly, could limit their access to a particular setting and the activities which are on offer. Other children may require medicine in particular circumstances such as asthma or severe allergies.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

At St. Peter's we place the needs of each individual child at the heart of their learning. This includes medical conditions.

All relevant staff at St. Peter's will be made aware of a child's condition.

What happens when a child with a medical condition joins St. Peter's Catholic Academy

Ideally we like to be informed about a child's medical condition before they start their first day at our school. This allows us to make an initial assessment and draw up a plan to meet a child's needs where we can prior to their enrolment. When this is not possible, e.g. when a child starts school mid-term, or receives a new diagnosis mid-term, every effort will be made to ensure that suitable arrangements are put into place to support the child within two weeks.

Before a child starts school we will ensure that sufficient members of staff are trained to support him/her. All relevant staff will be made aware of a child's condition while also maintaining confidentiality.

When a medical condition is unclear, or where there is a difference in opinion, judgements related to the support that will be put into place, will be made based on the medical evidence that is available and consultation with parents.

Once a child starts our school it may be appropriate for a named member of staff to be a support/ main point of contact for a child or their family with a medical condition on a daily basis. At St. Peter's supporting a child with a medical condition during school hours is not the sole responsibility of one person, even when a named person is their daily support/ point of contact. We are firmly committed to working in partnership with all members of our community, healthcare professionals and other agencies to provide the support that a child with a medical condition may require, to the best of our ability.

Where a child returns to school following a period of hospital education or alternative provision (including home tuition), our school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

Name of staff member responsible for training

At St. Peter's we are committed to ensuring that sufficient staff are suitably trained before a child with a medical condition starts our school. Mr A. Hodgson ensures that this takes place, that all relevant staff are aware of the child's medical condition and that training is regularly updated. All training is individual, to meet the needs of the child with the medical condition. Usually training is renewed every three years, as per the NHS guidance.

All members of staff have training and updates on Asthma, Epi-Pen and Epilepsy every three years, or where required. Only staff who have had suitable training will support a child with a medical condition.

When assessing training needs we are mindful that a First Aid Certificate alone does not constitute appropriate training to support a child with a medical condition.

St. Peter's is committed to identifying and reducing triggers that can make common medical conditions worse or that can bring on an emergency both at school and during out-of-school visits. School staff have access to a list of the triggers for each pupil with medical conditions at our school, where this is deemed necessary. St. Peter's actively works towards reducing or eliminating these health and safety risks.

Cover Arrangements

If a member of staff, who supports a child with a medical condition is absent, the following arrangements will be put into place:

Year Group/Staff Name	Cover arrangement
Nursery- Mrs Shaw	Miss Gutt
Reception- Mrs Brown	Miss Thurston
Year 1- Mrs Plant	Miss Hayward
Year 2- Mrs Thompson	Mrs Ratcliffe
Year 3- Mrs Wilshaw	Mrs Wilson
Year 4- Mrs Belford/Mrs Parton	Mrs Khan
Year 5- Mrs Finney	Mr Ratcliffe
Year 6- Mr Zoumides	Miss Monika

Arrangements for briefing new teachers, including supply teachers:

When a new member of staff joins our school, Mr A. Hodgson (Principal) will show this person where our medical needs records are. They are kept in the school office. An assessment of training needs will be conducted before this person commences employment.

Risk Assessments

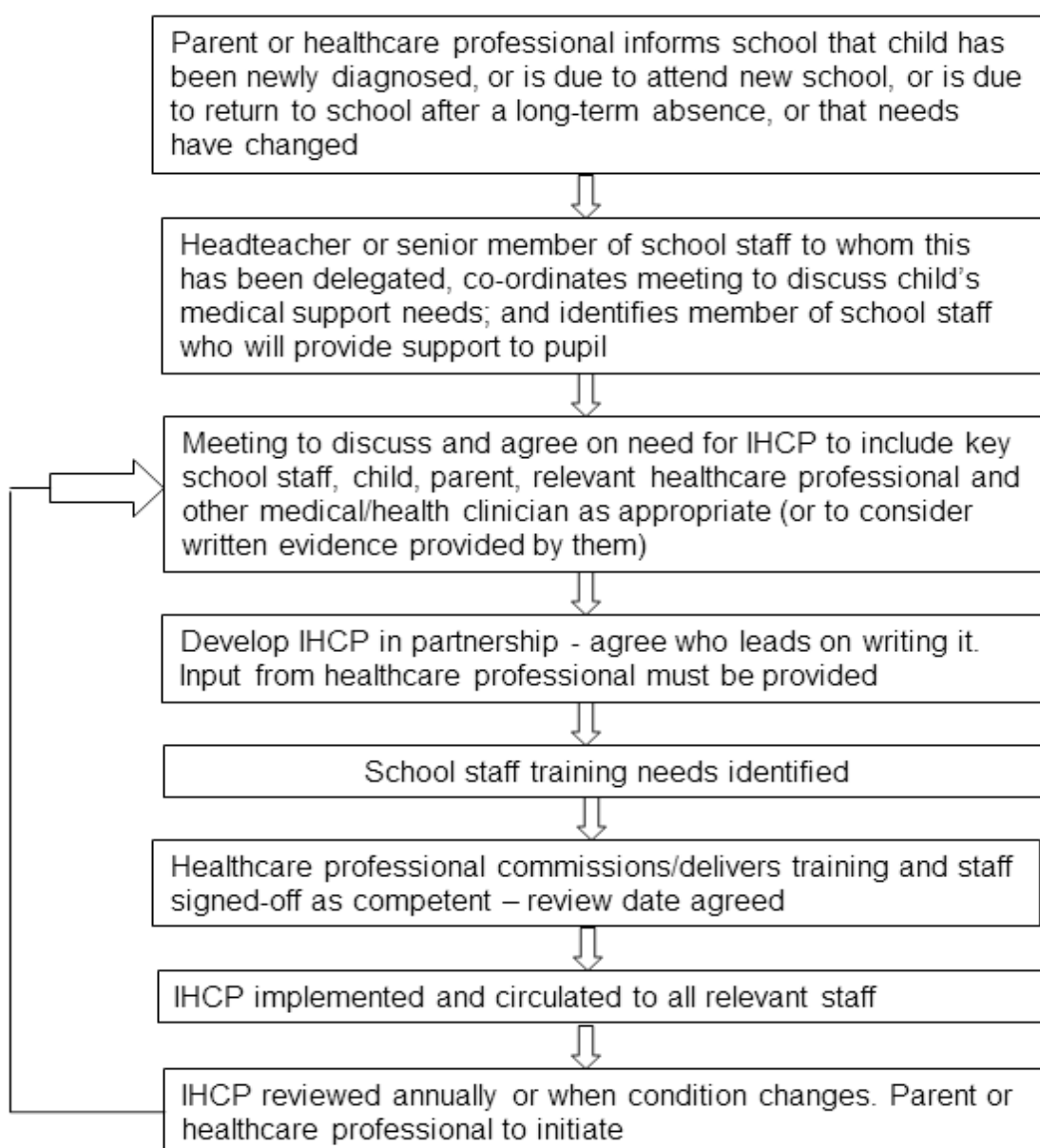
At St. Peter's a risk assessment is carried out at least annually for every classroom/ area of the school that children may frequently access including the playground, lunchroom and school hall. Separate risk assessments are carried out for school visits (on and off site) holidays and other activities that are outside the normal school timetable, including after school clubs.

Individual Healthcare Plans (IHCPs)

At St. Peter's all children may have medical needs from time to time. When a child has a medical condition that is long term s/he will have an Individual Healthcare Plan. IHCPs are written in partnership with pupils, parents, school staff and any outside agencies that are involved including nurses. They are reviewed on an annual basis, unless a child's needs change before this date. In this case a plan is reviewed as soon as a mutual date can be arranged for all stakeholders to meet and review it. Mrs Parton (SENCo) is responsible for the development of IHCPs in supporting a child at school with a medical condition.

When an IHCP is created the best interests of the child are central to this. At St. Peter's we try our best to ensure that all risks to a child's education, health and social wellbeing have been assessed, managed and that any disruptions are minimised. At St. Peter's all members of our teaching staff are aware that it is not the sole responsibility of one person to ensure that an IHCP is carried out.

The flow chart below outlines how our school identifies and agrees the support that a child may need when developing an IHCP:



(Source: Supporting Pupils at School with Medical Conditions Department for Education December 2015 Annex A.)

Teaching staff who have daily contact with a pupil with a medical condition are given a copy of their IHCP. These staff will be asked to acknowledge that they have read and understood the IHCP as well as any risk assessments associated with it.

Procedures for Managing Medicines

At St. Peter's medicine is only administered if it would be detrimental to the child's health or school attendance, if this was not administered. Any form of medication will only be administered when written consent has been received by the child's parent(s).

All medication must be in date, labelled, provided in the original container as dispensed by the pharmacists and include instruction for administration, dosage and storage (except insulin). This includes aspirin, which we will not administer to children under 16 years of age unless it has been prescribed by a doctor.

Paracetamol will not be administered if it has not been prescribed. Antibiotics of any type, will be administered when four or more doses are required per day, or dosage is required before meals. Medication will be stored in a safe place throughout the school day, usually via the school office.

When a child at St. Peter's is required to take medicine during school time parents should contact the school office in the first instance. Staff in the school office will provide parents with the necessary form to complete before any medication can be administered.

All pupils will know where their medicine is kept at all times. In the first instance this is the responsibility of the parent. Where children are able to administer medication themselves e.g. asthma inhalers, blood glucose testing machines, these will be under an appropriate level of supervision by an appropriate member of staff.

When medication has been administered parents will be informed that their child has received this, including the date and time, by a member of the school office or the child's class teacher. All medication that is administered is recorded. Each record states what is administered, how much, when and by whom (any side effects are also noted). Medicines are returned to parents as soon as they are no longer required.

In some instances, a child may refuse to take their medication. When this happens staff will follow the procedure in the child's IHCP and inform parents so that

alternative options can be considered. A member of staff will never force a child to take medication.

Emergency Arrangements

In an emergency situation the first person that a member of staff will contact will be the Principal/Vice Principal. He/she will then decide whether to contact the emergency services. Every child's IHCP will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.

When an emergency procedure arises a member of staff will remain with a child at all times, until their parent arrives.

We have a spare inhaler and epi-pen in school for emergency use for children who have IHCPs which advise either as treatment.

Incorrect administration of medication

In the event that a child is given the incorrect administration of medication, for example: medication that has not been prescribed to the child; the wrong dosage of medication or the medication has not been given or given at the incorrect time, the following procedures will be in place.

- The parent will be contacted
- Appropriate medical advice will be sought where appropriate
- A review of the policy and procedures will take place.

Acceptable and Unacceptable Practice:

At St. Peter's it is generally acceptable practice to:

- Allow children easy access to their inhalers, medication and administering their medication when and where necessary.
- Assume that every child has a unique treatment plan.
- Listen to the views of the child and their parents and that of medical evidence/professionals.
- Keep children in school who have medical conditions as much as possible, unless it is otherwise specified on their IHCP.

- Send a child to the office/medical room with a suitable person.
- Allow children to drink, eat, take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication, support children with toileting issues when reasonably appropriate.
- Remove barriers for children with medical conditions, so far as is reasonably appropriate, to allow them to participate in all aspects of school life including school trips.

It is not acceptable practice for a member of staff to not adhere to the acceptable practice set out above.

We do not penalise children where they are absent from school for a genuine reason related to their medical condition such as a hospital appointment.

Asthma Inhalers

Asthma Inhalers are kept in school for emergency use only. Before allowing the use of an Asthma Inhaler in school the procedure for managing medicines, mentioned earlier in this policy, must be followed.

A child's Asthma Inhaler will be kept within accessible reach of the child at all times (this will usually be in their classroom). When this is administered a trained member of staff, usually First Aid trained, will supervise or administer this.

If used, inhalers will be wiped with anti bacterial wipes before and after use.

Parents should be aware that the storage of inhalers and epi-pens at school is entirely voluntary.

See Asthma policy.

Liability and Indemnity

St. Peter's have the following insurance in place:

DFE Insurance Coverage

This insurance covers all staff who provide support to pupils with medical conditions, including the administration of medicines.

Where necessary individual insurance will be arranged by the school for any healthcare procedure.

Complaints

If a parent, child or other member of our school community feels that they are dissatisfied with the support that we provide as a school they have the right to make a complaint. In the first instance this should be discussed with the child's class teacher. We act as quickly as possible to deal with any complaints received and adhere to the Complaints policy and procedures.

For further details of our complaints procedure please see the school's Complaint's Policy. Complaints may be asked for in writing.

This policy was reviewed in November 2025.

Person responsible for implementation of this policy: Mr A. Hodgson (Principal)