



## **MODEL POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE**

### **St Catherine's Catholic Primary School**

1. The staff of Plymouth CAST wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Trudi Sherrin will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support). To consult health and social care professionals, previous school/nursery and parents to ensure that the needs of students with medical conditions are effectively supported.

Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis. To consult with the new school about the current medical condition, any staff training or support that might be required before the pupil attends. If a new diagnosis to ensure we consult with healthcare professionals and to ensure adequate staff training and support.

- procedures for asthma inhalers/spacers – To ensure that any pupil with Asthma has their own inhaler in school. Correct arrangements for the supply, storage, care and disposal of the inhaler and spacers.
- A register of children diagnosed with asthma or who have been prescribed a reliever inhaler
- Parental consent for the use of the inhaler
- Appropriate support and training for staff in the use of the inhaler
- Keeping a record of use of the inhaler and informing parents or carers that their child has used it.

- procedures for adrenaline auto-injectors – Currently no pupils in school who use auto-injectors. If a pupil is expected to attend who uses an auto-injector we would refer to the IHCP. To make sure staff are fully trained in the use of auto-injectors through the school nursing team. To consult health and social care professionals, previous school/nursery and parents to ensure that the needs of students with medical conditions are effectively supported.
4. The above procedures will be monitored and reviewed by Paula Fearn–headteacher and the Governing Board on an annual basis.
  5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between St Catherine’s School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
    - a) The student’s medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
    - b) Specific support for the student’s education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
    - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional.
    - d) Cover arrangements and who in the school needs to be aware of the student’s condition and the support required including supply staff
    - e) Arrangements for written permission from parents for medication
    - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
    - g) The designated individuals to be entrusted with the above information
    - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
  6. Paula Fearn will have the final decision on whether an Individual Health Care Plan is required.

## **Students with asthma**

7. Emily Fearn, Senior Administrator, will be responsible for ensuring that designated staff: All first aiders.
  - Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer
  - Make appropriate records of attacks
8. Emily Fearn will be responsible for the storage, care and disposal of asthma medication.
9. Emily Fearn will be responsible for the supervision of administration of medication and for maintaining the asthma register.
10. Emily Fearn will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.

### **THE ADMINISTRATION OF MEDICINE**

11. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
12. Any parent/carer requesting the administration of medication will be given a copy of this policy.

Prescribed medication will be accepted and administered in the establishment.

Non-prescription medication will only be accepted and administered in the following circumstances: Attending residentials, at head teacher's discretion, under the Minor Ailments Scheme run by the NHS.

13. Prior written parental consent is required before any medication can be administered.
14. Only reasonable quantities of medication will be accepted (no more than one week's supply).
15. Each item of medication should be delivered in its original dispensed container and handed directly to a member of staff and authorised by the Headteacher.
16. Each item of medication should be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

17. The school will not accept items of medication which are in unlabelled containers or not in their original container.

Unless otherwise indicated, all medication to be administered in the school will be kept in the first aid box on the wall outside the office.

18. Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary, under staff supervision.
19. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
20. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service.
21. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.