

# St Joseph's Catholic Primary School

**Mater Christi Multi Academy Trust**  
Loving, Living, Learning Together



At St. Joseph's Catholic Primary School, we believe that every child is a unique creation of God.

We promote respect and care for one another following in the footsteps of the family Jesus wants us to be.

Caring for one another is at the centre of our school life.

We promise to provide educational opportunities and experiences to enrich the learning and well-being of the children by following the teaching of Jesus Christ.

Our school values its partnership with the Parish community and MAT, together enabling our children to become rounded, confident individuals, with an understanding of Gospel values as preparation for the world of work and life.

## Medical Conditions Policy

**St Joseph's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

<b>Written by:</b> H. Moorcroft	<b>Date reviewed:</b> September 2021	<b>Approved by:</b> Mrs M Calnan	<b>Date for next review:</b> September 2022
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## **Medical Conditions Policy 2016**

### **Supporting Pupils with Special Medical Needs**

#### **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

#### **Rationale**

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.**

However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Lancashire County Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible.

#### **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

#### **Entitlement**

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.
- The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
  - choose whether or not they are prepared to be involved;

- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- Report to management any concern or matter relating to supporting pupils with medical needs.

### **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Where parents have asked the school to administer the medication for their child, they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- All relevant documentation to be completed by parents and school staff.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Asthma – School Emergency Inhalers**

From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)

St Joseph's has 'THREE Emergency Asthma Kits', each kit includes:

- One salbutamol inhaler and disposable spacers.
- Register of Parental Consent.
- Parent of child to be informed of emergency usage.
- School Emergency inhaler usage logbook – Staff must record usage
- All kits to be checked on a monthly basis.

These are located as follows:

- Key stage one staff room
- Key stage two staff room
- Pastoral office (School trips kit)

**TO AVOID POSSIBLE RISK OF CROSS INFECTION A PLASTIC SPACER IS NOT TO BE RE-USED AND MUST SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)**

**Staff Responsibilities**

Asthma Lead 1 – Alison and Asthma Lead 2 – Mr Tom Woods are available to support in an emergency situation and are responsible for ensuring that:

- Inhalers are checked monthly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after use
- Empty/out of date Inhalers are disposed of at the local Pharmacy
- All relevant documents are up-to-date and complete.

**All Staff responsibilities:**

- The blue plastic inhaler 'housing' is cleaned, sanitised and dried and returned to the relevant kit after use.
- Staff must inform the Asthma Lead/s if a school emergency inhaler has been used so that a new spacer can be ordered, if necessary.
- School Emergency inhaler usage logbook – Staff must record usage

**Policy into Practice**

- There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.
- The policy will be reviewed annually.

**COVID 19 Amendments**

- If a child presents with symptoms of Covid-19 virus, they will be isolated with a member of staff. Full Personal protective equipment will be worn, supplied by school; and parents will be informed immediately to collect their child.
- The school will adhere to their Covid-19 risk assessment and follow all relevant procedures.