



SAINT PIUS X CATHOLIC HIGH SCHOOL

MEDICAL NEEDS POLICY

Saint Pius X
Catholic High School

| | | |
|----------------------------|----------------|----------------------------|
| Approved by: | Governing Body | Date: November 2020 |
| Last reviewed on: | December 2020 | |
| Next review due by: | November 2022 | |

| Role | Name | Contact details |
|-----------------------|--------------|-----------------|
| Assistant Headteacher | Mrs T Dixon | 01709 767900 |
| Headteacher | Miss S Smith | 01709 767900 |

Our Mission Statement:

“Saint Pius X Catholic High School is a Catholic School in which the Gospel message of the Kingdom of God is revealed through our work and through our relationships with our brothers and sisters in Christ”

This is encompassed in the statement: ‘Love one another as I have loved you’ *John 13*

Introduction

This policy has been developed by the school and reflects guidance produced by the Local Authority and Managing medicines in schools (2007).

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

This policy sets out how the school intends to manage the arrangements for supporting children with medical needs in school. Most children with medical needs are able to attend school regularly and, with support from the school, take part in most routine activities, whilst others with more significant medical needs require an Individual Health Care Plan (IHCP) to be drawn up. The policy also provides information on the administration of medicines in schools.

School Responsibility

1. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day. The acceptance of responsibility may depend, however, upon the nature of any individual needs.
2. Where the Headteacher decides that she cannot meet the medical needs in individual cases, this decision will be notified to the parents/carers promptly.
3. The Headteacher will seek staff volunteers to administer medicine. However, teachers' conditions of service do not allow Headteachers to require teachers to give medication or supervise the taking of medicine.
4. If correct procedures are followed, staff will normally be fully covered by their employer's public liability insurance in the event of a claim. If legal action over an allegation of negligence were pursued, the employer rather than the employee is likely to be held responsible.

5. The designated member of staff with key responsibility for medicines/medical care is Matron who will initiate Individual Health Care Plans where this is recommended by a Health Professional and arrange for staff training as necessary. Matron will oversee liaison with Health professionals. Matron will oversee any arrangements for students with medical needs participating in offsite school activities.

Notes from parents/carers concerning the administration of medicines will be received by Matron who will keep a record of medicines administered and will ensure medicines are stored appropriately. Matron will maintain a register of all students at the school who have significant medical needs.

Matron will notify parents/carers where their child refuses to take medication prescribed and will inform parents/carers if any expired/unwanted medicine has been left in school and requires collection.

6. Where Health professional advises that an Individual Care Plan is required for a child with significant medical needs, for reasons of confidentiality and in line with data protection details are likely to be kept in the Matron's Office, Student Office, Mrs Dixon's office, Headteacher's office, Mrs Yates's office, Student Support, staff room, PE office and SENCo's office.
7. Ordinarily, the school policy does not allow students to carry their own medicines, except where students self-medicate in an emergency, e.g. asthma, inhalers, Epipens. Students should be advised to hand in any medicines to the Matron.
8. Where students exceptionally carry their own medicine, they should never give their medicine to other students.
9. In some circumstances, e.g. severe allergic reaction, which may require the immediate administration of medicines, those staff who have volunteered will have received training.
10. Ordinarily, all medicines will be stored in a locked cabinet in the Matron's office under the Control of Substances Hazardous to Health Regulation 2002 (COSHH).
11. Where a student's medical needs require the appointment of care workers, this arrangement is likely to come under the direction of the Special Educational Needs Co-ordinator and be reviewed under the Statutory SEN process.

The Responsibilities of Parents/Carers

12. Whilst we encourage regular school attendance, students who are acutely unwell should not be sent to school.
13. Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible.
14. Where students are required to take medicines during school time, parents/carers should complete the Request for School to Administer Medication (form C) and return to the Matron.
15. The school will not accept medications that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (Medicines Act 1968).
16. If parents/carers prefer to administer medication themselves to their children during school time, they should discuss this with the Head teacher.
17. Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.
18. Parents/carers should regularly check the expiry date of medicines; the responsibility for collecting expired or unwanted medicine lies with the parent/carer. School will periodically

check medicines held at the school – parents/carers will be contacted and they should arrange to collect and dispose of such medicines.

19. Where a parent/carers considers their child capable and mature enough to self-medicate prescription or non-prescription medicine, e.g. commercially available painkillers, the parent/carers should complete the Request for School to Administer Medication (form C) and send into Matron giving their permission.
20. Where a student has a significant medical need and health professionals advised that an Individual Health Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition, agreeing and signing the plan for their child.
21. Parents/carers should inform the school as soon as possible of any changes in their child's condition or treatment.
22. Whilst we will endeavour to maintain confidentiality, in some cases in the interests of the student's safety, information about their condition and treatment will be made available to staff in areas where students do not normally have access. In these cases, the permission of the parents/carers and students will be sought.

The Responsibilities of Students

23. Whilst we encourage regular school attendance, students who feel very poorly before leaving home in the morning should ensure that they tell their parent/carers, who can then decide whether they are well enough to attend school.
24. Prescribed medicine should be taken out of school hours if possible. However, if with their parent/carers permission they need to bring medicine into school, a Request for school to Administer Medication (form C) should accompany this from home, which should be handed into Matron.
25. **All** medicine (except that which may be required to be taken in an emergency or which is covered in Point 20) needs to be handed in to Matron's Office, and a member of staff will supervise the taking of it. Students should never give their medicine to anyone else.
26. Where a student of sufficient understanding has a significant medical need, which requires an Individual Health Care Plan, the student, will be invited to participate in drawing up and agreeing the plan.
27. Whilst the school will try to maintain confidentiality, in the interests of safety, some medical information relating to the condition and treatment may be required to be made available to staff at school. This will be discussed when drawing up the Individual Health Care Plan.
28. Students should take care in carrying medicines to and from school. They should never give their medicines to other students.

The School's Emergency Procedures

29. Where it is clear that a student requires urgent medical attention, an ambulance will be called.
30. The caller will provide details of the student's known condition and symptoms. Where possible, they will give the name and date of birth of the student etc.
31. Where urgent medication is required, e.g. Epipen, the school will endeavour to administer the medication by a trained member of staff and call for an ambulance simultaneously.
32. The caller will give their name and provide details of the school's location to aid the Ambulance Service.
33. Parents/carers will be contacted as soon as possible where emergencies arise.

34. A student taken to hospital by ambulance will be accompanied by a member of staff where the parent/carer cannot attend and remain with them until the parents/carers arrive.

Training

35. Members of staff who volunteer to administer medication will receive training by a suitably qualified medical professional.
36. Request for school training will be notified to the Health Education Nurse Advisor, who will advise the school on the arrangements for this to take place.
37. A record of who delivered the training and who received the training will be kept by the school. A date for review of further training will be agreed as and when needed.
38. If a serious medical incident occurs in school, a debriefing session will be arranged in school.

Record Keeping

The school will keep records of the following:-

39. Medication administered or supervised (see, Department of Health Guidance) and logged onto a spreadsheet stating details of medication taken, quantity and time.
40. Individual Health Care Plan (see Individual Health Care Plan (IHCP) – Appendix B/Form B).
41. Notification from parents/carers giving consent regarding medication issued (see Form C, Department of Health Guidance).
42. Training records (either Individual Health Care Plan (IHCP) – Appendix B1/Form B or Form D, Department of Health Guidance).
43. All records referred to in this policy will be kept separately and copied to the student's main file.
44. These records will be transferred with the student to subsequent schools throughout their school career.
45. Secondary schools will retain these records for Y11 leavers for a further **5 years**.
46. Details of all students that require to be seen by a First Aider are logged on a spreadsheet - Medical Log (see Form F).

Confidentiality

47. Whilst the school will endeavour to maintain confidentiality, in the interests of safety some medical information relating to a student's condition and treatment may be required to be made available to staff at school. This will be discussed at the meeting to arrange an Individual Health Care Plan.
48. Sometimes it will be appropriate for a photograph to be kept with the student's Individual Health Care Plan. Normally these will be displayed in areas where students have restricted access, e.g. staffroom/school office. This will be discussed with parents/carers and students as appropriate.

Monitoring and reviewing the policy

49. The Headteacher will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and students.

APPENDIX

| | |
|------------|--|
| Page 1 – 6 | Medical Needs Policy |
| Page 7-10 | Form B – Education Care Plan |
| Page 11 | Form C – Request for school to administer medication |
| Page 12 | Form D – Staff Training – administration of medical treatment |
| Page 13-14 | Communication for First Aiders |
| Page 15 | Form F – Medical Log of students incidents (logged on spreadsheet) |

Example – APPENDIX/FORM B

INDIVIDUAL HEALTH CARE PLAN
TO MEET SPECIAL MEDICAL NEEDS
IN SCHOOL



Saint Pius X
Catholic High School

| |
|--------------------------------|
| <p>Student Name</p> <p>DOB</p> |
|--------------------------------|

Individual Health Care Plan dated Month/Year
Review due Month/Year

SAMPLE CARE PLAN FOR A STUDENT
WITH SPECIAL MEDICAL NEEDS WHILST AT SCHOOL.

Name: DOB

Address

School Saint Pius X Catholic High School

Health Education Nurse Advisor

Contact information

| | |
|---------------------|--------------|
| Name | Name |
| Relationship Mother | Relationship |
| Phone No. | Phone No. |

CONDITION

Student has a condition called adrenal insufficiency. This means her adrenal glands do not produce adrenaline. The purpose of adrenaline in the body is, when under stress or crisis, to enable systems within the body start up and protect the body from illness, or trauma. Student takes oral steroids at home.

The significance for staff when a pupil has adrenal insufficiency is that in the event of significant illness or accident, then and intra muscular injection of hydrocortisone may be needed. It is not necessary for school staff to administer the injection, but to be aware of the pupil, and their needs, and to know how to respond to an emergency. If the injection is required, it should be given within 20 -25 minutes. Paramedic will give the injection.

Examples of the sort of illness, which requires immediate action, are:

- Onset of any acute viral illness such as chicken pox, measles, meningitis, severe flu.
- Diarrhoea

Examples of types of accidents that require immediate action are:

- Suspected fracture
- Major blunt trauma – car accident
- Major burns

Illness such as a normal cold, headache, toothache, are not emergencies, nor are accidents which would require normal first aid – skinned knee, accidental kick playing football, but parents should be advised of the situation, as it may be necessary to increase oral medication at home.

EMERGENCY CARE PLAN

THIS PLAN MUST BE INSTIGATED IF STUDENT SUFFERS ANY INJURY OR TRAUMA.

Injury to Student, which is not significant to others, can potentially be life threatening, so it is always wise to take action if you are uncertain, rather than not to act.

Types of injury will include:

- Known or suspected fractures
- Burns, scalds – minor or severe
- Blood loss
- Multiple injuries such as following a fall
- Collapse and or loss of consciousness for any reason.
- Difficulty in breathing
- Convulsions

This is not an exhaustive list, or meant to be, but examples of situation, which may present to staff in school.

In the event of an emergency, the following Emergency Plan must be employed.

- **Student will not be moved. An adult will stay with Student**
- **The member of staff present will make contact with the nominated carer.**
- **The nominated carer will dial 999 and request an ambulance, giving Student's details (see attached)**
- The nominated carer will go to the Student with her emergency medication - the injection kit ready for the ambulance crew to administer.
- The schools designated first aider will be called to the site to be in attendance, should resuscitation be required.
- Parents will be informed of developments.

After students have received all the care that school is able to provide, and has left the premises, all events, medication given etc must be recorded on student's school record.

[DETAILS FOR AMBULANCE CONTROL](#)

Name Student

Address

DOB

School Address Saint Pius X Catholic High School
Wath Wood Road
Wath-upon-Dearne
ROTHERHAM, S63 7PQ

School Tel. No. 01709 767900

STATE THAT:

- That Student has a *PROTOCOL* with South Yorkshire Ambulance Service.
- That Student has a condition where she does not make natural steroids and may need an injection of Hydrocortisone
- What has happened to Student
- The best entrance to school.
- The ambulance will be met at that point (and then arrange that).

Request for school to administer medication

**Example form for parents/carers to complete if they wish to school to administer medication -
Form C**



Saint Pius X
Catholic High School

Parental Consent Form

Administration of medication

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

| | |
|------------------------------|-----------------------------------|
| Name of school/setting | SAINT PIUS X CATHOLIC HIGH SCHOOL |
| 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> | |
| Route/method of administration | |
| 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 the following members of staff | Mrs. L. Mallon – Matron Mrs. S. Saunderson – Senior Administrator |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Medication should be in date, labelled and in the original packaging, including instructions for administration, dosage and storage. I understand that I should supply and dispose of any medication that the school holds for my child.

Signature(s) _____ Date _____

Staff training – administration of medical treatment

Example of form for recording medical training for staff – Form D

Name: _____

Type of training received:

Date training completed: _____

Training provided by: _____

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature: _____ Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____ Date: _____

Suggested Review Date: _____

COMMUNICATION FOR FIRST AIDERS

FIRST AIDERS:
1 DAY TRAINED

| Name | Location in school |
|------|--------------------|
|------|--------------------|

| | |
|---------------------------|--------------------|
| Allen. Claire | Food Technology |
| Ashton. Jo | PE |
| Burton. Charlotte | Food Technology |
| Coefield. Adam | PE |
| Grey. Ben | Technology |
| Handley. Kealy | Science |
| King. Lisa | English |
| Lowry. Jeremy | Geography |
| McGee. David | RE |
| McGibbon. Amie | Student Support |
| Pickersgill. Andy | ICT |
| Poole. Lesley | DSA/around school |
| Roberts. Simon | SENCo/Horticulture |
| Taylor. Raymond | Caretaker |
| Watkins. Karl | DSA/around school |
| Webster-Braddock. Racheal | DSA/around school |
| Yates. Helen | Student Support |

3 YEAR TRAINED

| Name | Location in school |
|-------------------|------------------------------|
| Coefield. Adam | Student Manager/PE |
| Gallagher. Andrea | Library |
| Kaye. Martin | Science |
| Mallon, Louise | Matron Office/Student Office |
| Reynolds. Anne | Chaplaincy |
| Saunderson. Sarah | Student Office |
| Slade. John | Student Manager/MFL |
| Turnell. Sam | PE |

EQUIPMENT LOCATION:

FIRST AID BOXES: Filing cabinet in Matron office First Aid Room (marked with First Aid sticker)
Student Office
Gym (Girls changing Room)
Sportshall (main office)

STUDENT MEDICATION: Locked cabinet in Matron office First Aid Room

STUDENT INFORMATION: On Arbor system

IN AN EMERGENCY:

Dial 999 (state which emergency service required) and give the following information:

1. Your telephone number : 01709 767900
2. Give your location : Saint Pius X Catholic High School
Wath Wood Road
Wath-upon-Dearne
ROTHERHAM

S63 7PQ

3. Give exact location in the school.
State injury:
Give your name:

4. Inform Ambulance Control of the best entrance and state that the crew
will be met and taken to:
Students Name:
Date of Birth:

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED.
ENSURE STUDENT DETAILS OR HEALTH PLAN AND FORMS ARE READY TO GIVE THE AMBULANCE
STAFF.

