



**ST. EDWARD'S CATHOLIC PRIMARY SCHOOL**

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

**Agreed: spring 2021**

**To be reviewed: spring 2022**

## **PRINCIPLES**

**“Heal me, O Lord, and I shall be healed; save me, and I shall be saved, for you are my praise.”**

**Jeremiah 17:14**

The term ‘medical condition’ covers pupils who need the regular and ongoing support of the medical profession and medical intervention/drugs in order to function successfully.

## **AIMS**

The Governing Body acknowledges a duty to ensure that all children recognised by the Head of School as having a medical condition or conditions (as defined in this policy) are properly supported in school so that they can play a full part in school life and can enjoy the same opportunities as afforded to any other child. Consequently, the governors will strive to be sympathetic to the needs of this group and will seek to ensure that reasonable adjustments accommodate those who are recognised as having a medical condition. They would wish the school to respond sensitively, discreetly and quickly to situations where a child with a recognised medical condition requires support.

## **PROCEDURES**

When a child is recognised as having a medical condition, requiring management at school level, a healthcare plan will be drawn-up setting out the arrangements to be made. The school’s named medical officer - answerable to the Special Educational Needs Co-ordinator (SENCO) - is the Head of School’s lead representative for the school and will support the management of the school by ensuring:

1. appropriate training for staff including training for absence cover;
2. appropriate briefing for staff (including supply, contracted-in and casual staff) who have a key responsibility towards those pupils recognised as having medical conditions so that they are aware of any medical condition and know how to support effectively and react in an emergency.
3. the completion of appropriate risk assessments e.g. for taking a child on a school trip. The formulation and monitoring of healthcare plans at least annually (which would take into consideration where appropriate, input from a healthcare professional and parent/carer views);
4. transition arrangements for pupils moving into or out of the school;
5. pupils with serious medical conditions are included on the vulnerable children list kept by the school and available in the staff shared area.

When we are notified of a medical condition or a change in a medical condition for a pupil on roll at the school, parents/carers will be invited in for a meeting or succession of meetings to put a plan into place. This will also outline what actions will be taken in any emergency situation.

Occasionally, the school will need to co-operate with parents/carers to ensure the efficient administration of prescription medications. If the school does agree to administer and store medicines, then parents will have to complete a separate permission form and this has to be agreed by the named medical officer and will be dispensed by a member of staff. N.B. only trained members of staff will inject insulin or administer an EpiPen.

All medicines must be named and accompanied by written instructions from the parent/carer and/or the GP specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. The smallest practicable dose should be brought to school, preferably in individual, original containers, and be clearly labelled with the child's name and dosage instructions.

Parents are responsible for ensuring that there is sufficient medication and that it has not passed its expiry date.

Written records will be kept of all medicines administered to children and parent/carers informed. Any complaints about how pupils with medical conditions are supported can be made under the school's Complaints Procedure.

## **INSURANCE**

The Governing Body of St. Edward's Catholic Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

**Named Medical Officer** – Odette Skilton

**SENCO** – Isabelle Goursaud