



# St Joseph's

Roman Catholic High School  
& Sports College

## Supporting Pupils with Medical Conditions

*Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.*

*Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.*

*We develop our potential, celebrate our talents and go forward together in faith.*

**Approved by Governors:** 19<sup>th</sup> March 2015

**Date for Review:** Spring 2018

**Signed Chair of Governors:** W. Charnley

**Signed Headteacher:** R.Woods

**Governors Committee:** Finance, Premises & Staffing

## **Gospel Values**

The term 'Gospel values' is commonly used in Catholic schools and other Catholic institutions; however, unless the term is unpacked and a common understanding formed of what true Gospel values are, there is a danger that what should be an objective Christian foundation, will itself become a random list of subjective values.

Whilst other 'values' may be found within the four Gospels and New Testament writings, it is the Beatitudes which: "...depict the countenance of Jesus Christ and portray his charity". Gospel values cannot therefore be values chosen subjectively from the vast corpus of the Old and New Testaments but are objective values revealed to us through Christ's proclamation. Such objective values are to be found rooted in the Beatitudes, the proclamation of Christ's Sermon on the Mount. The Beatitudes also "...reveal the goal of human existence, the ultimate end of human acts" and as such are the objective 'values' given by Christ himself.

Whilst not definitive, those Gospel values based on the Beatitudes which underpin this policy include:

*"Blessed are the poor in spirit, for theirs is the Kingdom of heaven"*

Values: **Faithfulness & Integrity**

*"Blessed are those who hunger and thirst for righteousness, for they shall be satisfied"*

Values: **Truth & Justice**

*"Blessed are the pure in heart, for they will see God"*

Values: **Purity & Holiness**

Rooted in the teaching of Christ, these Gospel values constitute the targets and outcomes of the educational enterprise for St Joseph's as a Catholic school.

## Supporting Pupils with Medical Conditions

Students at school with medical conditions should be properly supported so they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education. Section 100 of the **Children and Families Act 2014** places a duty on the governing body of St Joseph's to make arrangements for supporting pupils in school with medical conditions.

### Definition

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

**Short-term** - affecting their participation in school activities when they are on a short course of medication prescribed by a professional.

**Long-term**, potentially limiting their access to education and requiring extra care and support. The condition may need monitoring and could require immediate intervention in emergency circumstances.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected e.g. class mates.

### Our Aims

- To support pupils with medical conditions, so that they have full access to education, including PE and educational visits and trips.
- To ensure that school staff involved in the care of children with medical conditions are fully informed and adequately trained by professionals in order to administer support or prescribed medication.
- To fully comply with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

### Unacceptable Practice

While staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carer; ignore medical advice.

- Prevent children with medical conditions accessing full curriculum, unless specified in their Individual Healthcare Plan.
- Penalise children for their attendance record where this is related to their medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.

### **Entitlement**

St Joseph's RCHS provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concerns or matters relating to the support of pupils with medical conditions.

### **Expectations**

It is expected that:

- Parents will inform school of any medical condition and changes to that condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical conditions will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- St Joseph's will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare Plans.
- Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.
- The appropriate level of insurance is in place and appropriately reflects the level of risk presented by children with medical conditions. See Bolton LA Public liability insurance.
- Children with more serious medical conditions will be identified in the 'Medical Alert File' available for view to all staff and supply staff in the staffroom.

### **In an Emergency**

In a medical condition emergency, staff which have been appropriately trained to administer emergency first aid attend. If an ambulance is called staff will:

- Outline the full condition and how it occurred
- Give details regarding child's date of birth, address, parents' names and any known medical condition.
- If it is deemed appropriate staff will accompany the child to hospital. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Administration of Medicines**

Only essential medicines will be administered during the school day or on Educational Visits. These will only be those prescribed by a doctor. Parents must complete and sign the 'Parental Agreement to Administer Medicine' form before any medicines can be handed over to the school. A risk assessment may be needed before an Educational Visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medication during the visit.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the office fridge. Some medicines (inhalers etc.) will be kept in the child's possession for ease of access during the school day and for outside activities. All medicine must be clearly labelled. Epi-pens and such like will be kept in the child's possession with backups in the school main office (medicine storage cupboard clearly labelled).

Trained first aid staff will record the dose of medicine given in the 'Medicine Log Sheet Record'. Children self-administering asthma inhalers do not need to be recorded.

### **Individual Healthcare Plans (IHCP)**

Where pupils would not receive a suitable education in a mainstream school because of their health needs, IHCP can be set up to support pupils. IHCP must:

- Be clear and concise
- Be written in partnership with parents, child, healthcare professional and key staff.
- Reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality. Securely stored by designated SENCO.
- Contain details of the medical condition, its triggers, signs and symptoms and treatments.
- Name the medication, dose, method, of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.
- Daily care requirements.
- Specific support for the pupil's educational, social and emotional needs.
- Arrangements for school visits/trips.
- Describe what constitutes an emergency, and action to take if this occurs.

**Good Practice**

Pupils with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Students with a medical condition will not be denied admission or be prevented from taking up a place in school because arrangements for their medical condition have not been made. Prescription medicines and health care procedures will only be given by staff following appropriate training from medical professionals. Staff will not force pupils to take medicines against their will. They will follow the procedure agreed in the IHCP and contact parents when alternative options may need to be considered.

**Complaints**

Should parents be unhappy with any aspect of their child's care at St Joseph's RCHS, they must discuss their concerns with the school. This will be with the Managers of Learning in the first instance, with whom any issues should be discussed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the Headteacher. In the unlikely event of this not resolving the issue, the parent must make a formal complaint using the St Joseph's RCHS Complaints Procedure.

**Trained staff**

School First Aiders: See Appendix 1 – page 9

Named persons for administering prescribe medicines is Mrs J Sudell



**St Joseph's**

**Roman Catholic High School  
& Sports College**

# **Supporting Pupils with Medical Conditions**

## **Procedures & Appendices**



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## Procedures to Support Pupils with Medical Conditions

It is important that parents and school work together to best suit the needs of individual pupils with medical conditions.

### **Stored Prescribed Medicines**

These are kept in the main office in a marked box within a marked first aid cupboard. Individual pupil's medicines are stored under the pupils name together with the 'Parental Agreement for School to Administer Medicine' form signed by parents.

All doses given will be recorded on the 'Medicine Log Sheet' located in the named file which can be located with the box for the first aider to complete when the medicine has been administered.

Any child refusing to take medicine in school will not be forced to do so, parents will be informed by telephone by the 'named person for administering medication (Mrs J Sudell).

All medicines will be stored safely. Medicine needing refrigeration will be labelled and stored in the office fridge.

Epi-pens are kept in the child's possession with backups in the school main office in the medicine storage cupboard clearly labelled and recorded under the pupils name, together with their 'Individual Health Care Plan'. All teaching and non-teaching staff have undergone Anaphylaxis training October 2014.

Pupils keep their own prescribed asthma inhaler.

If a pupil develops a condition which school is unaware of, which requires medication to be taken during school time, it is the responsibility of the parent to inform school. School will liaise and discuss with parents, pupil and professional.

In an emergency if possible the school's trained first aiders will be asked to attend (see list below). If an ambulance is called parents will be informed. Relevant pupil information (name, date of birth, home address) will be given to the medical profession when requested.

A 'Medical Alert File' is compiled annually and reviewed to help staff identify pupils with more serious medical conditions. A copy can be found in the staffroom. All supply staff are requested to read this document on arrival by the 'Administrator who arranges the supply cover (Mrs C Houghton) or individual who arranges supply cover.



## Qualified First Aiders

Name	Location
Mrs Caldwell	Inclusion Office Second Floor
Mr M Davies	*Teacher – Yates Building
Mrs Fielding	Brady Building – Lunch times only
Mr P Houghton	Yates Building - Technician
Mrs Mansell	Cleaning & Welfare – Lunch times & cleaning hours only
Mrs Rainford	Science Prep Room
Mrs Roddie	Main Office (am), Reception (pm)
Mrs Sudell	Main Office –
Mr Sharrock	not available Thursdays
Mrs Vickery	*Teacher – PE Department
	Main Office

\*Teaching staff have class commitments and should only be called upon as last resort



# Individual Healthcare Plan

Name of school	St Joseph's RC High School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

### G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-  
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



# Parental Agreement for school to administer medicine

In accordance with our 'Supporting Pupils with Medical Conditions Policy' the school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	St Joseph's RC High School
Name of school/setting	
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>	
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	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Joseph's staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



# Record of medicine administered to an individual child

Name of school/setting	St Joseph's RC High School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			





# Staff training record – administration of medicines

Name of school	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

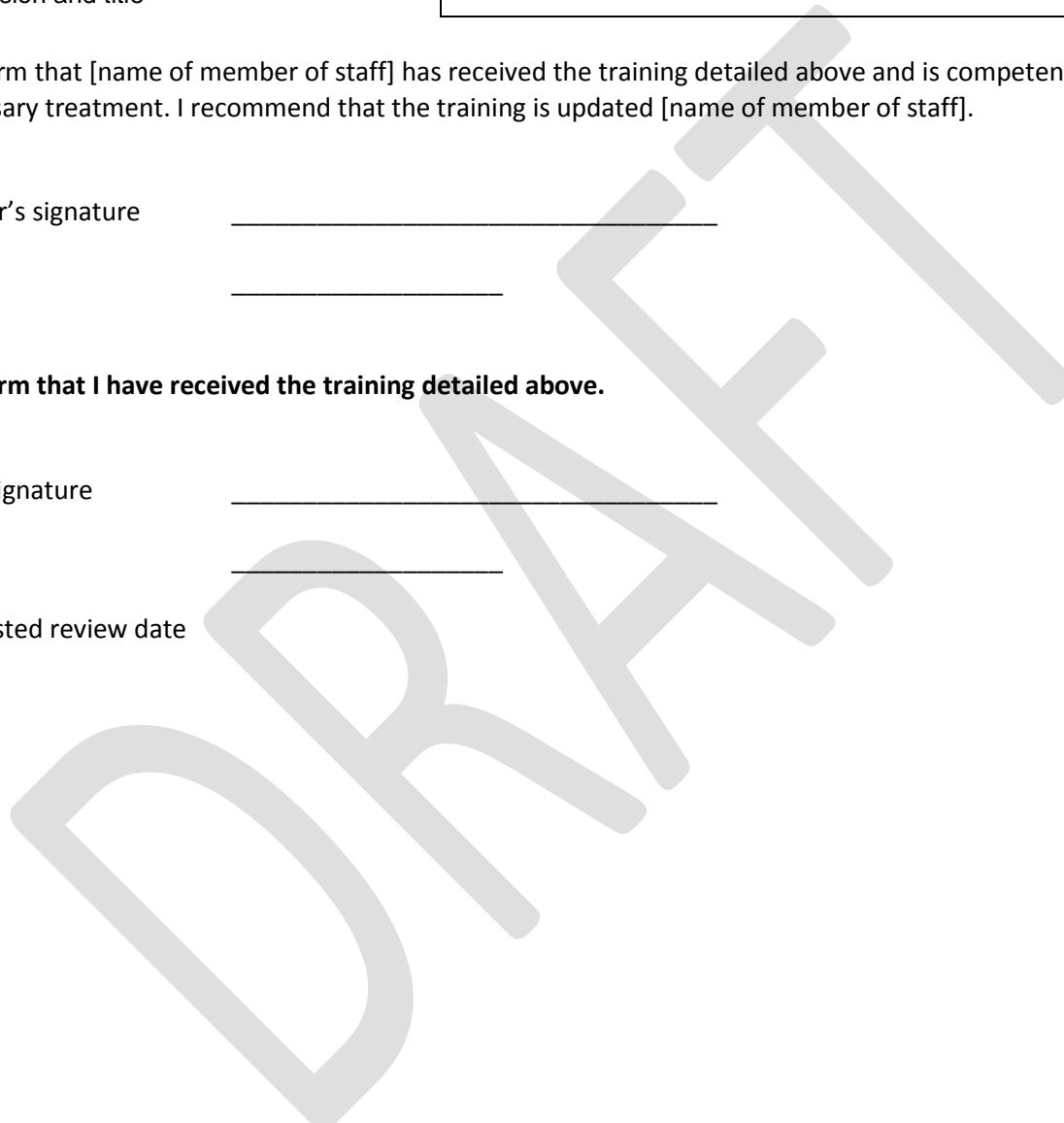
Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_







# St Joseph's RC High School

## Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number (School telephone number 01204 697456)
2. your name
3. your location as follows (St Joseph's RC High School, Chorley New Road, Horwich, Bolton. BL6 6HW)
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



# St. Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

**Telephone:** 01204 697456 | **Fax:** 01204 669018

**Website:** [www.stjosephsbolton.org.uk](http://www.stjosephsbolton.org.uk) | **Email:** [office@st-josephs.bolton.sch.uk](mailto:office@st-josephs.bolton.sch.uk)

**Headteacher:** Mr R. Woods | **Deputy Headteachers:** Mr M. Graham, Mrs J Morgan | **Chair of Governors:** Mr W. Charnley  
**Registered Charity Number:** 1075795 | **Facebook/Twitter:** StJosephsRCHS

## Letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely