



## Bellerive FCJ Catholic College

### Medical Needs Policy

*This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.*

#### Bellerive FCJ Mission Statement:

- To help everyone within a caring community to grow in faith
- To respect and value other cultures and faiths
- To make the most of every given ability
- To enjoy and achieve personal growth and academic excellence
- To prepare pupils for their adult life, playing a full part in a modern global society

#### History of Document

Issue No	Author/Owner	Date Written	To Governors	Date Approved	Comments
1	N Howlett	2018	Nov 2018	Nov 2018	

The school will endeavour, whenever possible, to support children with specific medical conditions on the following basis:

- ❖ All relevant information should be supplied by the parents (appropriate form supplied).
- ❖ Parents are required to complete a medication form when dropping off medication for their child. Medication should only be brought to school when absolutely essential and lodged with Staff in the School Office, who will make arrangements for access.
- ❖ The school will only accept prescribed medicines if they are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (Exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container).
- ❖ The school will only accept over the counter medicines if these are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage.
- ❖ Pupils may bring medication to school to take during the school day, provided it is accompanied by a completed, signed medication form detailing instructions from a parent. All medication must be taken to the School Office in the Sefton Park Building, where it will be kept during the school day. Pupils should be able to administer their own medicine.
- ❖ Medication should not be taken without the express knowledge of the Form Teacher/Head of Year/School Office. All medicines taken are recorded in the book in the School Office, by the student, under the supervision of a member of the admin staff.
- ❖ Aspirin can **NOT** be given to a student unless prescribed by a doctor.
- ❖ A list of children with Special Medical Conditions is kept by the Pastoral Deputy. Staff are briefed on the medical conditions of students at the start of the academic year and periodically thereafter according to need.
- ❖ Where there are long-term medical needs the school may draw up a written health care plan (HCP). This is done in conjunction with the School Nurse. This is not to be confused with an EHCP which is drawn up by the LA.

## **Introduction**

The purpose of these notes is to put in place an effective management system to support individual students with medical needs and to raise staff awareness as to their responsibilities. They should be read in conjunction with the DfE guidance Managing Medicines in Schools and Early Years Settings December 2016.

## **Students with Medical Needs**

Most students will, at some time, have a medical condition which may affect their participation in school activities. These are mostly short term.

Other students have medical conditions that, if not properly managed, could limit their access to education. Such students are deemed to have MEDICAL NEEDS.

## **Support**

Parents/Guardians have prime responsibility for the health of their child and must provide the school with information about any medical condition. Additional background information for staff may be provided by the School nurse and special voluntary bodies.

## **Prescribed Medication**

Medicines should only be brought into the school when essential; that is where it would be detrimental to a pupil's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. This also covers hay fever relief medication with written permission from parents and it is provided in the original packaging.

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Mrs Passmore is responsible for receiving and storing these medicines.

## **Non-Prescription Medicines**

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a GP.

## **Responsibilities**

- ❖ Responsibility for a student's safety should be clearly defined and each person involved with the student should be fully aware of their responsibilities. There is no legal duty which requires school staff to administer medication, this is a voluntary role.
- ❖ Parents, as defined in the 1944 Education Act, are the child's main carers. They must jointly, with the Headteacher, reach an agreement on the school's role in helping with their child's medical needs.
- ❖ The employer – the Governing Body – is responsible for making sure that the school has a Health & Safety Policy (1974 Act) which includes procedures for supporting students with medical needs, including managing medication. The employer must also make sure that their own insurance arrangements provide full cover for staff acting within the scope of their employment.
- ❖ In the event of legal action, the employer is likely to be held responsible. It is therefore important that accurate records are kept in the school to help in such cases. Staff are expected to use their best endeavours at all times, particularly in emergencies.
- ❖ In emergency situations, where medication has to be given straight away, it is important that willing staff have appropriate training. This should be arranged in conjunction with the Health Authority.
- ❖ Once a policy has been developed by the Governors, the Headteacher is responsible for implementing the policy in practice. The Headteacher should also make sure that all parents are aware of the school's policy and procedures for dealing with medical needs.
- ❖ It should be made clear that parents should keep their children at home if they are unwell. In the event of an outbreak of an infectious disease, the local consultant in Communicable Disease Control should be consulted.

## **SPECIAL MEDICAL NEEDS**

1. Information regarding students with special medical needs should be supplied by their parents on the appropriate pro-forma before entry into the school. This information should be correlated by the Head of Year 7 for entry onto the computer. Copies of lists should be given to the Headteacher, Deputy Heads, School Nurse and appropriate Form Teacher. Non-confidential information may be displayed on the staff room notice board.
2. The purpose of a Health Care Plan is to identify the level of support that is needed in school. This should be reviewed annually. Copies should be kept by the School Office, Deputy Head, Head of Year and the School Nurse.
3. The SENCO or the School Nurse is responsible for drawing up and reviewing a Health Care Plan in conjunction with the parents and Headteacher or one of her Deputies. The appropriate pro-forma should be used.
4. When Work Experience is arranged, the Head teacher should ensure that the placement is suitable for a student with a particular medical condition.

## **MEDICAL PROVISION**

- a) The school has a nurse, provided by the Health Authority, who visits the School one day per week.
- b) The Health Authority, with permission from the parents, organises vaccinations, including HPV
- c) STAFF – 17 members of staff are first aiders.

## **Anaphylaxis**

Lists of students who carry epipens for a range of allergies are listed in the Staff Room and provided for all members of staff.

It is the responsibility of parents to ensure that the epipens provided for keeping in the school, and with the student, are in date, and that any other prescribed medication is also provided. These must be sent into the school in a labelled container with written instructions. The school reserves the right to send a student home whose parents do not comply with this requirement. Students for whom an epipen has been prescribed should carry a second epipen on their person.

All epipens are kept in the School Office and staff are trained in their use.

Training has taken place in December 2017.

## **Self-Management**

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. This decision is one for the parents and medical professionals and the school will be guided by this.

If pupils can take their medicines themselves, staff may only need to supervise and the pupil should take the medicine at the School Office.

## **Educational Visits**

It is the responsibility of the person in charge of a trip to ensure that they are fully aware of the medical needs of any of the students that are accompanying them. Copies of HCPs are available from the School Office. All staff must be aware of what to do in an emergency and have access to emergency services via mobile phone.

Additional epipens must be taken for students with severe allergies. Parents must provide information for the Group Leader regarding any prescribed medication. This medication will be supervised by the member of staff in whose group the student is placed.

Teachers may refuse to allow a pupil to take part in the trip if the parents do not ensure that the appropriate medication is provided and is in date.

**Storage**

All medicines are kept in a locked, non-portable cabinet in the School Office. Some medicines are kept in the fridge in the School Office, in line with the prescriber's recommendations. All students and staff should be made aware of where medication is stored.

**Emergency Procedures**

In the event of an emergency, staff should call an ambulance. This should be done from a mobile phone, ensuring that the patient is not left unattended. There are 18 members of staff trained in First Aid and one of these should be sought out by another member of staff or responsible sixth form student. The School Office should be informed. They will then make contact with a parent or other emergency contact and direct the paramedics to the patient on arrival.

A member of staff will always accompany a child to hospital if a parent does not arrive at the school on time. Staff cars should not be used to transport a pupil to hospital.

**Recording**

All accidents are recorded. This information will be presented to the H&S and Premises Committee regularly. It is evaluated and policy is amended, if necessary. Some incidents require the Incident/Accident form to be filled out and this is the responsibility of the member of staff on hand when the incident occurred.

**Equality Statement**

We have carefully considered the impact of this policy on all protected characteristics as part of our ongoing process to ensure that it is fair and does not prioritise or disadvantage any pupil. This is in line with the Equality Act 2010.