

# Our Lady Queen of Peace RCVA Primary School

In our school we believe that each person is unique and created to flourish in God's image. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



## Medical Needs and Conditions Policy

In Our Lady Queen of Peace RCVA Primary School we believe everyone is created uniquely by God and we expect every individual, regardless of ability or circumstance, to achieve their full potential, to prepare for future life and to become lifelong learners, developing a thirst for learning and to become good citizens. Integral to this, pupils are supported to develop an understanding of themselves and each other, and to function as effective citizens.

### **To Develop An Understanding of Self**

Each child is guided to

- Develop an appreciation and awareness of self
- Become independent learners and thinkers
- Achieve their fullest potential regardless of their ability, gender or circumstance
- Have high personal expectations of work and behaviour
- Have a positive attitude towards their own learning
- Show a healthy attitude to living an active life through sport and other recreational activities

### **To Develop An Understanding of Relationships**

Each child should

- Care for others and themselves
- Show mutual respect and understanding for spiritual and cultural diversity
- Understand the importance of learning together and working together as a team

### **To Develop An Understanding of Society**

Each child will be supported to become

- Good citizens
- Effective and constructive members of the community
- Able to appreciate and celebrate their own and others' success
- Valuable members of the school community

### **To Develop An Understanding Of The Environment**

Each child will

- Take an active role in caring for the learning environment of the school
- Be safe and cared for in a stimulating learning environment
- Appreciate and respect the environment of the school

ALL pupils will experience accessible, relevant, enjoyable and enriching activities to enable them to achieve their full potential as independent, proactive learners. It is fundamental to our beliefs and mission that every member of our school community should be provided with the best teaching and learning and that everyone will be treated with dignity, respect and equitably.

Many pupils will, at some time, have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have long term medical conditions and needs. Most pupils with medical needs are able to attend school regularly and with some support from the school, take part in school activities. School staff may need to exercise

extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk, but Our Lady Queen of Peace RCVA Primary School is fully committed to making suitable adjustments to ensure all pupils can access provision in all curricular and co-curricular activities.

#### **Governing Body**

- Has general responsibility for the monitoring of all school policies including all health and safety policies
- Will support the Head, the staff and parents in embedding this policy equitably

#### **Parents**

- have responsibility to make sure that their child is well enough to attend school. If the child is unwell, they should remain at home
- should provide sufficient information about their child's medical condition, treatment and/or special care needed at school and must inform the school of any changes to the prescription or the support needed
- must agree to any information about the pupil's health being transmitted to school staff.
- must ensure that medication is clearly labelled and the Medicines in School procedures are followed, (See Medicines in School Policy.)
- ensure that their child's medication is in date.

#### **The School**

- The school's designated person is the Headteacher who works closely with the SENCO (Mrs Fish)
- The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually. (School nurses deliver generic training, (eg Epi-Pen, Asthma etc,) or can liaise with other HC professionals for appropriate training)
- All staff are expected to use their best endeavours at all times, particularly in emergencies
- The school must make sure that correct procedures are followed, keeping accurate records for each child and each incident and liaise with parents accordingly
- The Headteacher is responsible for the day to day decisions about administering medication to children who have medical needs
- The Headteacher should make sure that staff follow the school's documented procedure, following guidance from the education authority, they should be fully covered by their employer's public liability insurance should a parent make a complaint
- An INDIVIDUAL HEALTH CARE PLAN will help the school to identify the necessary medical and safety measures required to support pupils with medical needs if and when required. The school nurse supports families and the school in preparing care plans.

#### **School Staff (Teaching and Non-teaching)**

- Teachers who have pupils with medical needs in their class should liaise with parents to understand the nature of the condition and when and where the pupil may need extra attention
- Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs
- Back-up cover should be arranged for when the member of staff responsible is absent or unavailable
- At different times of the day other staff may be responsible for pupils (i.e.; Lunchtime Supervisors). It is important that they are provided with training and advice

- If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the Headteacher, who should in turn inform the parents

### Administering Medication

- Any member of staff who agree to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following: -
  1. The pupil's name
  2. Written instructions provided by parents or doctor
  3. Prescribed dose and frequency
  4. Expiry date
- He or she should be aware of possible side effects of the medication and what to do if they occur
- School staff should generally not give any non-prescribed medication to pupils i.e. aspirins, paracetamol. **A child under 12 should never be given aspirin, unless prescribed by a doctor.** If a pupil suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken
- No pupil will be given medication without his/her parents written consent
- It is good practice to allow pupils who can be trusted to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff will supervise them at all times
- If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services
- Some medicine needs to be refrigerated and will be stored in the designated fridge in the school office.
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- Parents should deliver and collect medicines held at school and are responsible for the disposal of date expired medication
- The school has "spare" salbutamol inhalers which will be used, subject to parental consent, in the unlikely emergency event that a child's own prescribed inhaler is unavailable or out of date. These inhalers will be stored in the school office.  
(See Medicines in School Policy.)

### Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- Staff will have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment
- Specific risks will be identified in individual care plans

### Emergency Procedures

- All staff should be confident to call the emergency services if deemed necessary
- All staff should know who is responsible for carrying out emergency procedures in the event of need. This should be documented in individual care plans
- A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents arrive.

- Generally, staff **should not** take pupils to hospital in their own cars. However, in an emergency it may be the best course of action. That member of staff **should be accompanied** by another adult and have public liability vehicle insurance i.e., for business use
- A copy of health care plan should accompany the child to A&E with prior parental permission

### School Trips

- All pupils will fully participate in school trips with necessary adjustments made to ensure the safety and security of all
- Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures
- When advisable or appropriate an additional supervisor or parent will accompany a particular pupil

### Sporting Activities

- The school will make the necessary plans to enable all pupils, regardless of their circumstance, to participate in extra-curricular activities or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities
- When, for reasons of health or safety, it is not possible for a pupil to engage in activities, they will be supported to take part as much as possible, or will be provided with another suitable activity.
- Some pupils may need to take precautionary measures before or during exercise and will be allowed immediate access to their medication, if necessary
- Staff supervising sporting or other activities should always be aware of any medical needs and relevant emergency procedures

### Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Autumn 2016