



St. Thomas of Canterbury Catholic Primary School



Supporting Pupils with Medical Conditions

Date Agreed:	2022 - 2023	Review Date:	Updated June 2025 To be ratified by Governors July 2025
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Headteacher:	Mrs E Poulteney	Chair of Local Governing Body:	Mr T Thompson
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SCHOOL MISSION STATEMENT



At St Thomas' we are learning to follow Jesus, showing respect and consideration for ourselves and others. We all have the opportunity to learn and work to the best of our ability in a safe and loving environment.

Aims of this Policy

- This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.
- To ensure pupils at school with medical conditions, in terms of physical health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health professionals, their parents and the pupils themselves.
- To ensure that students health is not put in unnecessary risk, e.g. from infectious diseases, in line with our safeguarding duties. The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

Procedure

The Senior Leadership Team along with the SENCO and Assistant to SENCO is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained.
- all relevant staff are made aware of a child's condition.
- cover teachers are briefed as appropriate.
- risk assessments for visits and activities out of the normal timetable are carried out.
- individual medical care plans are monitored with parents (at least annually)
- if a child's needs change, the above measures are adjusted accordingly.

In supporting pupils with a medical condition, the school refers to the statutory guidelines set out in the document:

Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015

The document can be accessed online through the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Expectations

Where children are joining St Thomas' at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring school staff to administer an EpiPen or antihistamine or pupils with epilepsy who may require staff to administer emergency medication (Buccal Midazolam) will have a medical care plan issued by the pupil's medical professional. For these pupils, the school will also compile a risk assessment alongside signed by parents annually.

ROLES AND RESPONSIBILITIES

HEADTEACHER

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice.
- To ensure that there are sufficient First Aiders and appropriate persons for the school to be able to adhere to this policy.
- To ensure that staff are prepared to take on these responsibilities and to ensure that they receive appropriate training and support.
- To ensure that parents/carers are aware of this policy.
- To ensure that this policy is reviewed annually.

STAFF

- Admin: New intake children – To ensure that medical needs when identified on forms are to be passed on to appropriate staff including Senior Leadership team, Attendance Officer, Class teacher, support staff, SENCo and Assistant to SENCo, mid-day staff and kitchen staff.
- To follow procedures outlined in this policy.
- To retain confidentiality where possible.
- To ensure the safety of a child when sharing medical information.
- To take all reasonable precautions to ensure the safe administration of all medicines.
- To contact parents without delay in an emergency.
- To contact the emergency services if necessary without delay.

- To keep medicines in a locked cupboard and ensuring that First Aid supplies are kept fully stocked.
- An up to date medical list of all allergies and medical conditions are available from Assistant to SENCo under the direction of the SENCo. This are distributed to staff identified above whenever there is a need for them to be updated.
- To ensure that staff are appropriately trained and have the relevant information / equipment on school trips.

PARENTS /CARERS

- To ensure that they give the school adequate information about their child's medical needs prior to them starting school.
- To follow the school's procedure for bringing medicines into school. Medicines should be bought into school in a prescribed bottle / box / container with a medicine spoon or syringe.
- To only request medicines to be administered in school when essential.
- To ensure that all medicines are in date and that new supplies are bought in as and when needed; i.e. new asthma inhalers and EpiPen equipment.
- To notify the school of any changes in a child's medical needs, e.g. when medicines are

no longer required or when a child develops a new need.

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when it is essential. i.e. where it would be detrimental to the child's health if the medicine was not administered during the school day.
- Medicines will not be accepted in school that require medical expertise or intimate contact
unless prior arrangements have been made via bespoke medical advice from healthcare professionals and a full risk assessment is conducted between parents and school.
- All medicines must be brought to school by a parent/carer. Medicines must NEVER be brought into school by a child.
- Parents/Carers are required to complete a 'Request to administer medication'.
- Some children may self-administer medication. E.g. Insulin, if this has been agreed by the parents on the Medical Care Plan or has been agreed by parents when filling out the 'Request to administer medicines' form.
- If a child refuses to take medicine, staff must not force them to do so.
- Only School staff who have undertaken specific training should administer medicines such as EpiPens and emergency medication for epilepsy.
- Medicines are to be kept locked in a cabinet in the school office for KS2, KS1 and EYFS as appropriate.
- The school office keeps an accurate record of all medication administered, including the dose, date, time and any other relevant information.

SCHOOL ATTENDANCE DURING / AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough / cold or if a doctor says it is advisable to be at school.
- Symptoms of vomiting and diarrhea require a child to be absent from school and be clear of symptoms for 48 hours before returning.
- Children should not be sent to school with a rash caused by any contagious illness unless it's being treated by medication and staff are aware and agree.
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to participate in the school day, requires the child to be absent from school.

Children with medical conditions: procedures

Reception:

Medical list, updated as required accessible on Google Drive by Teachers and whole school-ALL staff need to access there

Asthma:

- Class Teachers ensure that Asthma pumps are in school **AND IN DATE** and stored in the medical cabinet in the early years shared room. Asthma plans are given to parents annually (usually in September) and kept with the asthma pumps in the EYFS medical cabinet; teachers have copies of these care plans displayed on the inside door of the class wall cupboard.

EpiPens:

- Children with EpiPens have medical care plans supplied by parents annually from medical practitioners. Class Teachers ensure that each child has in in-date EpiPen which is stored in the medical cabinet in the Early Years shared room. A copy of this medical care plan should be filed in front of the yellow SEND folder in each class. Children with EpiPens also have a risk assessment as well as a summary risk assessment signed by parents annually detailing agreed emergency procedure. . A copy of the summary risk assessment should be kept on the inside door of classroom wall cupboards
- Appropriate staff have training in administering EpiPens

Allergies: All pupils with allergies have a red badge with their name and allergy which they wear to the dining hall each day

Sickle Cell:

- Children with sickle cell have medical care plans written by medical professionals supplied to the school annually by parents.
- Relevant staff have training relating to sickle cell.
- All copies of care plans should be filed in front of yellow SEND folder

Epilepsy:

- Children with epilepsy who are also prescribed buccal Midazolam (emergency medication) have an annually updated care plan from the child's medical team supplied by parents. These pupils have a detailed risk assessment and also a summary risk assessment detailing emergency procedure agreed with and signed by parents annually. A copy of this summary risk assessment should be kept inside the class wall cupboard.
- All copies of care plans should be filed in front of yellow SEND folder

Years 1 and 2:

- Medical list, updated as required accessible on Google Drive Teachers and whole school-ALL staff need to access there.

Asthma:

- Asthma plans are given to parents annually (usually September) and a signed copy is returned to the school. A copy of the care plan should be kept inside the pupil's red waist bag along with the asthma pump CLEARLY LABELLED WITH THE CHILD'S NAME.
- Class teachers ensure that Asthma pumps are in school AND IN DATE and stored in red waist bags labelled with the child's name which are kept in labelled boxes within each class. Copies of Asthma care plans should be kept inside each child's waist bag. A copy of each child's Asthma care plan is also displayed inside the class wall cabinet.
- The labelled boxes should be taken by school staff to music lessons, PE, school trips. The boxes should also be taken onto the playground at lunchtime by school staff.

EPIPENS:

- Children with EpiPens have medical care plans supplied by parents annually (usually September) from medical practitioners. All care plans should be filed inside the front of the yellow SEND folder in each class.
- Class teachers ensure that each child's EpiPen remains in date. Children with EpiPens also have risk assessment and summary risk assessments signed by the parent annually detailing emergency procedure. A copy of the main risk assessment should be filed in front of the yellow SEND folder and a copy of the summary risk assessment kept on the inside of the class wall cabinet
- EpiPens (together with Asthma pumps) are kept in the children's red waist bag inside a labelled box in each class room. The box is taken by school staff to music lessons, PE lessons, school trips and placed on the school playground at lunch times.
- Appropriate staff have training in administering EpiPens
- Allergies: All pupils with allergies have a red badge with their name and allergy which they wear to the dining hall each day

Epilepsy:

- Children with epilepsy who are also prescribed Buccal Midazolam (emergency medication) have an annually updated care plan from their medical practitioner supplied by parents. A copy of this care plan should be filed in the yellow SEND folder. These pupils have a detailed risk assessment and also a summary risk assessment detailing emergency procedure agreed with and signed by parents annually. This summary risk assessment should be displayed inside the door of the class wall cabinet
- The medication is stored in the KS1 medical cabinet.

Sickle cell:

- Children with sickle cell have medical care plans written by medical practitioners supplied by parents annually (usually September).
- Copies of these care plans will be kept by class teachers in front of the yellow SEND folder.

- Appropriate staff have training relating to sickle cell.

Year 3 -6

- Medical list, updated as required accessible on Google Drive Teachers and whole school- ALL staff need to access there. This provides a summary of the pupil's medical condition

Asthma:

- Asthma plans are given to parents annually (usually September) and a copy of the care plan is kept inside the pupils' waist bag. A copy of the care plan is also displayed inside the front door of the class wall cabinet
- Class teachers ensure that Asthma pumps are in school **and in date** and stored in the red waist bags which are kept on the back of the pupils' chair within their classroom.
- School staff ensure that each pupil carries their own waist bag to music, PE lessons and school trips. Each pupil carries their waist bag in to the playground at break and lunchtime.

EPIPENS:

- Children with EpiPens have medical care plans supplied by parents annually from medical practitioners. Teachers ensure that each child has an in date, named EpiPen which is kept in the pupil's named red waist bag kept on the back of the pupils' chair within their class room.
- The red waist bags are carried by the pupils to lessons such as PE and music as well as to school trips. The red waist bags are also taken out onto the playground each play and lunch time by each pupil.
- Antihistamines and other medicines should be store in the school office medicine cabinet.

SICKLE CELL:

- Relevant staff have training in sickle cell awareness.
- Children with sickle cell have a medical care plan supplied by parents from their medical practitioner annually (usually September). Copies of these care plans are filed in front of the yellow SEND folder in each class

Epilepsy:

- Children with epilepsy who are also prescribed Buccal Midazolam (emergency medication) have an annually updated care plan from their medical team supplied by parents. A copy of this care plan should be filed in the yellow SEND folder. These pupils have a detailed risk assessment and also a summary risk assessment detailing emergency procedure agreed with and signed by parents annually. This summary risk assessment should be displayed inside the door of the class wall cabinet. The medication is stored in the office medical cabinet.