

# **Saint Augustine's Catholic Primary School**



## **Medical Needs' Policy**

Agreed by Governors:  
Agreed by Staff:  
Review date: June 2020

## MISSION STATEMENT

Our Catholic school is united in God's love, enabling everyone to grow in love for one another and to develop in faith. We strive for all children to achieve their best by becoming active and confident learners in a nurturing and caring environment. We guide everyone to shine in their own unique way.

'Unique and United in God's love. We let our light shine'

## INTRODUCTION

The Governors, Head Teacher and staff of St Augustine's are committed to ensuring that children with medical needs receive care and support in school.

Children should not be denied access to a broad curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips or after-school clubs.

Every effort will be made to work with parents and children to ensure that children with medical needs experience the best possible care whilst at the school.

## GUIDELINES FOR CHILDREN WITH LONG-TERM MEDICAL NEEDS

- Children attending St Augustine's with medical conditions will usually be identified in advance through discussions with parent/carers or previous schools/nurseries
- The School Nurse Team also has a responsibility for notifying the school when a child has been identified as having a medical condition which requires support in school
- It is the responsibility of parents to supply accurate information needed to ensure appropriate care for their child
- Parents are also asked to complete a data form on entry identifying any medical needs, or update a data form at the beginning of the autumn term
- If a medical need arises following entry, parents should contact the school immediately.

## CARE PLANS

- Some Care Plans are written by the SENCo with support parents and from a child's health professional e.g. School Nurse if needed This may be at the request of the SENCo following information given by a parent and is now done using the appropriate form
- The Care Plan should include details of symptoms, medications, emergency procedures, family/medical contact details and details of day-to-day care if required
- The parents should confirm accurate medical information in writing, and in cases of complex or serious conditions, this should be verified by the GP and/or consultant, also in writing
- It is the responsibility of the parents to provide all essential medication, (e.g. Jext pens, anti-histamines etc.) which should be **prescribed** and **dispensed** specifically for the child, **labelled clearly** and **in date**.
- The SENCo keeps a copy of the Care Plan in the Medical Needs' folder and shares information via the CPOMS system (for emergencies).

## FOOD ALLERGIES

- It is the responsibility of the parents/carers to provide accurate information about food allergies and to provide the school with written medical evidence of a food allergy e.g. a letter from a GP or specialist.

## MEDICINES

**NO CHILDREN SHOULD BE GIVEN PRESCRIPTION OR NON-PRESCRIPTION MEDICINES WITHOUT THE PRIOR WRITTEN CONSENT OF THEIR PARENT OR BRING THEM INTO SCHOOL WITHOUT THE KNOWLEDGE OF THE SENCO/HEAD TEACHER.**

**Children should not bring in any medicines into school in their book bags or pockets.**

- School will not store large volumes of medicines
- School will only store and administer/supervise the administration of medicine that has been specifically prescribed for an individual child and after discussion with parents and a written agreement made
- In the event of a **short-term illness** (e.g. an ear infection), and where the child is fit enough to attend school, parents/carers are asked to meet with the SENCo/Head Teacher/Deputy Head Teacher **before** or after school to provide up-to date information and sign the necessary forms
- School will only administer medication such as antibiotics if **four doses** a day are required and the second dose corresponds with dinner time
- Parents are expected to administer medicines at home before school and straight after school if three doses are required
- Any medication brought into school for **short-term illness** must be handed to the Head Teacher immediately by the parent
- Medicines are secured in a cupboard in the Head Teacher's office or, if appropriate, in the refrigerator in the staff room
- Medicines will only be accepted in the original container in which it has been dispensed, clearly labelled with the child's name, with clear instructions about administration, dosage and frequency
- John Entwistle, Luena Archibald, Elaine Goulding or Julie Shorrock will administer/supervise the self-administration of medicines
- This will be logged and witnessed by another member of staff
- For **long-term conditions** such as allergies, asthma, anaphylaxis, diabetes or epilepsy, medication is kept in a nominated cupboard in the child's base classroom, out of sight of the children, but accessible
- It will be administered in an emergency according to the details of the child's Care Plan/Asthma Card and recorded
- Children should know where their medication is at all times (dependent on age, understanding and maturity)

- With the agreement of the SENCo/Head Teacher/Deputy Head Teacher, children can use prescription emollient creams for the relief of skin conditions such as eczema
- Children will be encouraged to self-administer wherever possible (with due consideration of age, maturity and understanding)
- Jext pens are kept in a clearly-labelled cupboard in the Junior Hall for immediate access
- For Infant children, a second Jext pen is kept in their base classroom in a nominated cupboard and freely accessible in the event of an emergency.

#### **FOOD MANAGEMENT: INTOLERANCES AND ALLERGIES**

- Even in its most severe form, allergies and severe allergic reactions (anaphylaxis) are manageable
- All children with a diagnosed severe food allergy have an individual Care Plan which is usually provided on diagnosis by the clinic concerned
- We recommend that children with severe food allergies bring a home packed lunch
- Where parents wish their children to be provided with school meals, the school cook and dinner supervisors will be made aware of allergies and emergency treatment via an allergy poster clearly displayed to the right of the serving hatch
- The school cook takes positive steps to reduce the likelihood that nuts will be found in any recipes/menus
- Nuts are not used as ingredients. However, due to production methods of suppliers of raw ingredients, it is not possible to guarantee a child will not come into contact with allergens or that other children do not have them in their packed lunches
- All children are discouraged from swapping food and are regularly reminded by their teachers.

#### **ILLNESS/INJURY AT SCHOOL**

If a child is taken ill or injured while at school and it is felt necessary for medical treatment the following will occur:

- The child is sent to a trained First Aider (accompanied by an adult or another child if this is deemed necessary)
- First Aid is administered if necessary. Parents/carers may be contacted depending upon the nature of the problem. The school's First Aid paperwork is filled in and a letter sent home with the child. If a child is picked up at school, the parent/carer will be informed of the incident by the class teacher
- In more serious cases where hospital attention is deemed necessary, the school will attempt to contact parents/carers who will be expected to take their child to their GP or hospital unless it is an emergency, when an ambulance will be summoned
- In an emergency, an ambulance will be called and the parent/carer contacted by the school. A member of staff may accompany the child to hospital, particularly if bilingual help is needed

- If parents cannot be contacted, the school will act in loco parentis and give permission for any emergency treatment. In this case, a member of staff will accompany the child
- It is the responsibility of the parent/carer to provide accurate and up-to-date contact details e.g. mobile telephone numbers.

#### **TRIPS, VISITS AND OFFSITE ACTIVITIES**

- St Augustine's believes that all children are entitled to participate fully in activities associated with the school and will attempt at all times to accommodate children with medical needs
- The school has the primary duty of care to assess the suitability of all off site provision and it is essential that a risk assessment is undertaken to identify significant risks and necessary control measures when children/young people are off site
- Details of any child with Medical Needs must be included on the trip Risk Assessment along with the Care Plan details and any precautions/ emergency procedures outlined.
- Staff must carry all the pupil medical forms with them when off site along with a copy of any Care Plans
- Relevant medications including asthma inhalers, anti-histamines and Jext pens will be carried in an appropriate receptacle e.g. a rucksack, either by the trip or group leaders. All medication must be available at all times, so, in the case of a larger group splitting into smaller groups and physically separated, more than one rucksack may be needed
- All children are encouraged to become independent in managing their conditions.

#### **ROLES AND RESPONSIBILITIES**

##### **ALL GOVERNORS AND STAFF ARE RESPONSIBLE FOR SUPPORTING CHILDREN WITH MEDICAL NEEDS**

**The Governing Body** ensures that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures, and systems are properly and effectively implemented.

**The Governing Body** makes arrangements to support pupils with medical conditions in school, making sure that the policy for supporting pupils with medical conditions in school is developed and implemented

**The Governing Body** ensures that staff receive suitable training and are competent before they take on the responsibility to support children with medical needs

##### **The Head Teacher:**

- Ensures that the school's policy is developed and implemented
- Ensures all staff are aware of the policy and understand their role in its implementation
- Ensures all staff are aware of a child's condition
- Ensure that sufficient trained staff are available to implement the policy and deliver Care Plans
- Ensure that staff are insured to support pupils appropriately.

The delegated responsibility for day to day administration of medicines falls to the Head Teacher and designated senior staff. Their responsibilities are outlined as follows:

- Ensuring safe storage of medicines

- Assist, as necessary with child self-administration of medicines;
- Administration of medicines as agreed with parents/families, and the maintenance of a necessary record system.

**The SENCo:**

- Ensures all information on the medical needs of children is kept up-to- date and disseminated appropriately
- Communicates with parents to ensure adequate supplies of medicines in school
- Communicates with parents to ensure that parents have completed the necessary authorisation forms
- Coordinates with the Head Teacher the necessary training of staff in all related matters and the maintenance of training records;
- Ensures that all relevant documentation is kept accurate and up-to-date.

Jane Stack 6/6/2019

## **APPENDIX**

### **POLICY ON DIABETES**

- St Augustine's welcomes children who have diabetes and encourages them to participate fully in school activities.
- The school will advise staff on the practical aspects of diabetes management and will liaise where appropriate with the school nurse.
- The school will keep a record of children with diabetes and will make central access available for emergency rations and medication.
- The school expects that parents will inform staff of details relating to the diabetes of their son/daughter, together with clear guidance on the usage of medication etc.
- A Care Plan will be drawn up.
- The school expects children to take responsibility for the management of their diabetes and will provide appropriate support where necessary.
- The SENCo will ensure the training of relevant staff in supporting pupils with diabetes and the maintenance of necessary records.
- It is essential to follow the Health and Safety Policy for the disposal of needles. The school has a sharps box for the purpose.

### **POLICY ON EPILEPSY**

- St Augustine's welcomes children who have epilepsy and encourages them to participate fully in school activities.
- The school will advise staff on the practical aspects of epilepsy management and will liaise where appropriate with the school nurse. Advice to staff on epilepsy attacks will be published in the Care Plan.
- The SENCo will ensure the training of relevant staff in supporting pupils with epilepsy and the maintenance of necessary records.
- The school will keep a record of children with epilepsy as notified by parents on the medical register.
- The school expects that parents will inform staff of details relating to the epilepsy of their son/daughter, together with clear guidance on the usage of medication etc. The school expects all children to take responsibility for the management of their epilepsy and will provide appropriate support where necessary.

### **POLICY ON ADMINISTERING EPIPENS (JEXT PENS)**

The purpose of this policy is to describe to parent, governors, and staff the measures taken by the school to protect those children who may need to receive the administration of an epipen. This policy only describes in outline the causes and symptoms of anaphylaxis. Staff will receive detailed training from the School Nurse.

Anaphylaxis can be triggered by foods (nuts, shellfish, dairy products) or non-foods (wasp and bee stings, certain medicines, even exercise). The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system.

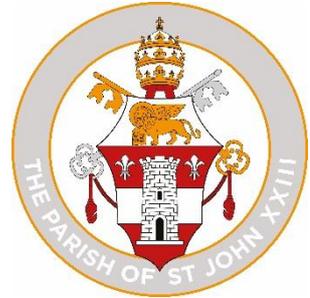
In the event of an attack it is important to administer a jext pen as soon as possible and then call 999 for an ambulance.

Most members of staff have been trained by the school nurse about anaphylaxis and the administration of jext pens. Every year there will be a training session for new members of staff and anyone who requests refresher training.

After receiving advice from the school nurse, it has been agreed that each Infant child should have two jext pens in school. **These will be kept in available positions within school, one in the pupil's base classroom and one in the Junior hall**, in a box labelled clearly with the child's name and photograph. The date of the jext pens will be checked at regular intervals by the SENCo.



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## PARENTAL AGREEMENT TO ADMINISTER PRESCRIBED MEDICINE

PLEASE READ THIS INFORMATION FROM THE SCHOOL MEDICAL NEEDS' POLICY  
BEFORE COMPLETING THE FORM

### MEDICINES

**NO CHILDREN SHOULD BE GIVEN PRESCRIPTION OR NON-PRESCRIPTION MEDICINES WITHOUT THE PRIOR WRITTEN CONSENT OF THEIR PARENT OR BRING THEM INTO SCHOOL WITHOUT THE KNOWLEDGE OF THE INCLUSION LEADER/HEAD TEACHER.**

**Children should not bring in any medicines into school in their book bags or pockets.**

- School will not store large volumes of medicines
- School will only store and administer/supervise the administration of medicine that has been specifically prescribed for an individual child and after discussion with parents and a written agreement made (completion of Form 3)
- In the event of a **short-term illness** (e.g. an ear infection), and where the child is fit enough to attend school, parents/carers are asked to meet with the Inclusion Leader/Head Teacher/Deputy Head Teacher **before** or after school to provide up-to date information and sign the necessary forms
- School will only administer medication such as antibiotics if **four doses** a day are required and the second dose corresponds with dinner time
- Parents are expected to administer medicines at home before school and straight after school if three doses are required
- Any medication brought into school for **short-term illness** must be handed to the Head Teacher immediately by the parent
- Medicines are secured in a cupboard in the Head Teacher's office or, if appropriate, in the refrigerator in the staff room
- Medicines will only be accepted in the original container in which it has been dispensed, clearly labelled with the child's name, with clear instructions about administration, dosage and frequency
- John Entwistle, Luena Archibald, Elaine Goulding or Julie Shorrocks will administer/supervise the self-administration of medicines
- This will be logged on Form 5 and witnessed by another member of staff. Children should know where their medication is at all times (dependent on age, understanding and maturity)
- With the agreement of the SENCo/Head Teacher/Deputy Head Teacher, children can use prescription emollient creams for the relief of skin conditions such as eczema
- Children will be encouraged to self-administer wherever possible (with due consideration of age, maturity and understanding)

### FORM 3

Date		
Name of child		
Date of birth		
Class		
Name of adult		
Relationship to child		
Address		
Contact telephone number(s)		
Medical condition/illness		
Type of medicine <small>e.g. antibiotic</small>		
Name of prescribed medicine		
Date dispensed		
Expiry date		
Quantity received		
Dosage and method <small>e.g. oral</small>		
Timing		
Self-administration?	<b>YES</b>	<b>NO</b>
Side effects?		
Special precautions?		
Agreed review date		
Quantity returned <small>(at review date)</small>		

## FORM 4 STAFF

It is agreed that the child named above will receive the medicine as detailed above.

They will be given/supervised whilst they take the medication by:

- John Entwistle
- Luena Archibald
- Julie Shorrock
- Elaine Goulding

This arrangement will continue until \_\_\_\_\_  
(either the end date of the course of medicine or until instructed by parents/carers).

Signed	
Role	
Date	

## FORM 4 PARENTS/CARERS

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to the setting staff administering medicine in accordance with school policy. I will inform the setting immediately, either verbally or in writing if there is any change in the dosage or frequency of the medication or if the medicine is stopped. I understand that I must deliver the medicine personally to the school office and pick it up at the end of the school day

Signed	
Date	

**If more than one medicine is to be administered, a separate form should be completed for each one**

## FORM 5: Record of medicine administered to child

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

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

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

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

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