



## **MEDICAL SUPPORT OF PUPILS**

### **Introduction**

St George Catholic College recognises the importance of its duty of care for all the pupils and aims to provide all pupils with medical conditions the same opportunities as others at College. This includes those students with a medical condition which will require the administration of medication or medical support from the teaching or administration staff as far as this is practical from the College's point of view. We will help to ensure the students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

This policy is based on:

- Supporting Pupils at School with Medical Conditions (April 2014)
  - The Children and Families Act 2014
  - Equality Act 2010
- Healthy Schools Framework
- Every Child Matters – Change for Children

### **Procedures**

#### **Notification of a medical need**

Before entry and at the beginning of each academic year, the parents will be asked to inform or update the College on any medical condition that their child has through newsletters and through admissions entry requirements. Parents are regularly reminded that they must inform the College immediately should a pupil develop a medical condition during the academic year or if an existing medical condition changes.

#### **Education Health Care Plan**

Pupils with a chronic illness or disability who need continued support from the College will have an Education Health Care Plan drawn up and agreed between the College and the parents.

Parents of pupils entering the College indicate medical needs on the form in the induction pack; they are invited to meet with the First Aid Officer and a health care

plan is filled in. Forms are stored in the medical office. The prospective head of year is alerted to any significant medical needs.

An Education Health Care Plan is completed for all pupils with a long-term medical condition. This is completed at the start of the College year or when a diagnosis is first communicated to the College.

If a pupil has a short-term medical condition that requires medication during College hours, an administering medication form is given to the pupils parents/guardians to complete.

### **Records of Pupils**

A record is kept of pupils in the medical room. Students with significant conditions are highlighted to staff via a report and a photographic display on a notice board in the staff room. The medical welfare officer is responsible for maintaining these records.

### **Training**

In addition to those staff who provide medical support as part of their job, those who are regularly in contact with a designated pupil are offered suitable training if they chose to volunteer for it e.g. in use of Epipens. A record of this training is kept by the SMT and by the medical welfare officer.

### **Administration of Medicines**

Children are encouraged to take responsibility for their own medical care. However, all use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff on the approved list at this College.

All controlled drugs are kept in a locked cupboard in the medical room or main office and only named staff have access.

Written instructions from parental carers should be provided before medicines are to be administered in College.

Pupils are reminded to carry their emergency medication, for example Epipens or Inhalers, at all times so it is readily available if required.

### **Prescription Medicine**

Medicines need to be fully labelled by the parents. They are stored at an appropriate temperature and kept securely in College in the medical room.

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.

Pupils who may need an Epipen administered should carry at least one Epipen at all times. The College is also encouraged to keep another one for each individual stored in the medical room for emergencies.

It is the parents' responsibility to ensure new and in date medication is sent into College as and when required although the Welfare Officer will contact parents two weeks prior to expiry of all medication.

### **Non Prescription Medicines**

Non-prescription medicines such as paracetamol can be provided by the College for staff and for pupils. Pupils are discouraged from bringing them in to the College and must not share them.

Medicines must be prescribed by a doctor and administered by the appointed trained staff/or self-administered and all recorded.

The Welfare Officer/medical officer is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is completed monthly and letters sent to parents advising them of disposal. Medication is disposed of by the pharmacy. Any sharps should be disposed of in a sharps box.

### **Confidentiality and Privacy**

Medical information is treated confidentially but needs to be disseminated and available to all who may need to deal with a pupil's medical condition.

Wherever possible treatment and discussions of medical conditions will be carried out in a way that respects the privacy of the pupil.

### **HIV**

There is no requirement that parents make this condition known to College as it is not a notifiable disease. Therefore Universal First Aid practice needs to be applied at all times with the entire College community. Usually the Health Visitor and only one other staff member, normally the Headteacher, will know of a pupil's condition if it is disclosed to the College by the family.

### **College Trips**

When a pupil joins the College parents are required to complete a medical form stating any relevant medical conditions so that risks can be assessed and steps put in place to manage that condition. Parents are required to inform the College of any changes which may occur to their child's health. Separate forms are completed for residential trips.

The College will provide support as far as it is able to enable students with medical conditions and disabilities to access trips and activities.

### **Out of College Provision**

If students are unable to attend College, the progress leader will work to aid communication with other parties, to attend reviews and to facilitate communications between the pupil, parents and College. In many cases this work will be carried out in conjunction with the SENCO.

### **Summary**

The College will provide safe storage for medicines and the records of these medicines and their use by students will be kept accurate and shared with relevant professionals.

Students who have a medical condition will have an Educational Healthcare plan (EHC).

The College will keep staff up to date with training and information regarding medical needs for individuals and general first aid training.

Governors should ensure they have the right amount of legal coverage etc. in case of action against the College.

The examinations officer will ensure that suitable arrangements are put in place for pupils unable to attend examinations or who have other medical needs.

1. For absences that are expected to last for 15 working days or less and are not part of a pattern of a recurring illness, arrangements will be made by the Progress leader in liaison with the child's parents to provide homework as soon as they become able to cope with it. This may include the use of ICT based materials.

2. If a pupil is expected to be away from College for more than 15 days or where there is recurrent absence due to a chronic illness, then the Progress leader will inform the College nurse and the EWO as well as the Deputy who will inform the Local Authority. The Local Authority should provide the child with education as soon as they are able to benefit from it.

The Head of Year will ensure that the College register shows if a pupil is or ought to be receiving education otherwise than at College. The Senco/progress leader will liaise with the home and hospital teaching services to enable the services to draw up a personal education plan for any pupil who is likely to be at home for more than 15 working days and pupils with chronic illnesses who regularly miss some College.

3. The Head of Year will consult parents and the individual pupil and work with the Senco, tutor and other staff to support the reintegration of pupils following a period of illness. Initially some pupils will benefit from flexible arrangements which may include attending College part-time.

4. Provision for temporary disabilities (eg pupil on crutches) the progress leader will make any necessary adjustments such as permission to leave classrooms early or to work on the ground floor only. Alpha Smart writing tablets may be borrowed from the Special Needs Department for pupils who have temporary difficulty in writing.

**This policy will be reviewed every two years.**

**Date of next review: July 2018**

**The Governing Body agreed this policy on 5 July 2016.**