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St Ignatius Catholic Primary School

Supporting Pupils with a Medical Conditions Policy

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This Academy is a member of

**The Bishop Konstant
Catholic Academy Trust**

Learning Communities, Inspired by Faith

St Ignatius Catholic Primary School - Mission Statement

Ad majorem Dei gloriam - "To the greater glory of God"

**“An inspired learning community with
Jesus Christ at our centre”**

It is our aim that, through the power of the Holy Spirit:

- each individual is valued, loved, welcomed and accepted as a precious creation of God.
 - we are a community where ‘*God is love*’ is revealed in the witness of everyday life.
- a love of learning is inspired and the wide range of God-given gifts and talents of each child is celebrated and fulfilled.
- we provide the highest possible quality of education within a learning environment where children are both challenged and supported.

General Policy Statement:

The Academy Council and Headteacher of St Ignatius Catholic Primary School acknowledge that there is no legal duty which requires a member of the school staff to administer medication to a pupil or participate in any medical procedure involving a pupil.

The Academy Council and Headteacher recognise that any provisions or arrangements contained in this policy are voluntary and in addition to the School’s Health and Safety Policy.

The support of children with a medical need will be in accordance with the statutory guidance on Supporting Children in School who have a Medical Need.

Policies:

- i. Asthma
- ii. Headlice
- iii. Incontinence
- iv. Prescribed Medicines
- v. Non-Prescribed Medicines
- vi. Anaphylaxis
- vii. Diabetes
- viii. Epilepsy

i. Asthma

The Academy Council recognise that in most cases when pupils suffer from asthma they will need to take asthma medication during the school day, usually through the use of inhalers.

Every effort will be made to encourage and help a child who suffers from asthma to participate fully in aspects of school life.

Where a child is admitted to/attends school who suffers from asthma the Headteacher will implement the following procedure:

- inform all staff;
- allow children to take charge of and use their inhaler from an early age;
- encourage and request volunteers to offer assistance when needed;
- ensure children with asthma have immediate access to their inhaler. Inhalers are kept in a basket in the classroom.
- provide indemnity for staff who volunteer in assisting with administering medication to pupils with asthma in accordance with the school policy;
- maintain a register of all children who suffer from asthma;
- encourage and support full participation in PE and sport activities;

The Headteacher will ensure that staff are aware of the procedure to be followed if a child has an asthma attack in this policy. In cases where it has been necessary to implement an asthma management/care plan due to the severity and stability of a child's asthma the arrangements set out below will be followed.

Asthma Attacks

If a child has an asthma attack the school will follow the following procedure:

- ensure that the reliever inhaler (blue) is taken immediately according to prescription advice label
- stay calm and reassure the child. Listen carefully to what the child is saying. Although it's comforting to have a hand to hold, staff will not put their arm around a child's shoulder as this is restrictive.
- help the child to breathe by ensuring tight clothing is loosened. Encourage the child to breathe slowly and deeply whilst sitting upright or leaning forward slightly, in the most comfortable position for them (lying flat is not recommended). Offer the child a drink of water.
- return the child to class when they are better.
- inform the child's parents about the attack.

Emergency Situation

Medical advice will be sought and/or an ambulance called if:

- the reliever has no effect after ten minutes;
- the child is either distressed or unable to talk;
- breathing is faster than usual and / or the child is using their tummy muscles to breathe;
- the child is getting exhausted;

- they are pale or blue around the lips;
- there are any doubts at all about the child's condition.

School will continue to give reliever medication every few minutes until help arrives (too much blue inhaler is more beneficial than too little).

A child will always be taken to hospital in an ambulance. School staff will not take them in their car as the child's condition may deteriorate quickly.

ii. Headlice

- The Academy Council recognise that headlice are a problem for the whole community and that there is a high incidence of headlice amongst primary aged school children.
- In managing the problem of headlice the school encourages promoting prevention of them by raising awareness through health education.
- This policy acknowledges that school staff and school nurses do not have legal rights to carry out head inspections and the school cannot and will not exclude an infected child.
- The school does send out alert letters following an outbreak of headlice.
- In circumstances where support has been offered to parent(s) or carer(s) and they repeatedly fail to take any action in dealing with headlice on their child, the school will consult the Authority with a view to reporting them to Social Services on the grounds of neglect.

iii. Incontinence

- The Academy Council accepts the Authority's Policy that admission to school cannot be refused on the basis of a child not being toilet trained.
- Furthermore it recognises that some instances of incontinence may be due to a lack of training, delayed development, disability or special educational needs.
- The school will deal with genuine accidents as part of their duty of care for the child in accordance with the procedure for managing incidents of incontinence as outlined in the "Intimate Care Policy" . In cases of repeated occurrences of incontinence due to a lack of training the school will advise the parent(s) or carer(s) that it is causing a problem for staff and request their support in managing the situation.
- For SEN pupils with ESA / TA support, managing incidents of incontinence as outlined in the "Intimate Care Policy", will be part of their job description.
- Where possible two staff will be present when changing a child. In respect of older disabled children or older children who have special educational needs the parent(s) or carer(s) will be asked who, i.e. either a male or a female or both, they want to assist in changing their child. In cases where older children are more mentally able the school will ask the child which gender of staff they would prefer to assist in changing them. This information will form part of the Health Care Plan. Please refer to the Intimate Care Policy for further advice.
- Soiled nappies must be disposed of using a nappy sack and placed in the nappy bin located in Nursery.

iv. Prescribed Medicines

The Academy Council recognise that many pupils will need to take medication at school at some time during school life. However medication must only be taken to school when absolutely essential. Doctors may

prescribe a regime which avoids the need to take medication during the school day if asked, this would be our preferred option as it avoids bringing medication to school. We acknowledge that this may not always be possible. Parent(s) or Carer(s) would be allowed to come into school during the school day to administer the medicine themselves.

The Headteacher will make clear to parent(s) or carer(s) that they are responsible for ensuring their child is well enough to attend school. If a child is acutely unwell they must be kept at home.

In circumstances where it is necessary for a pupil to take medication during the school day a parent or carer will need to hand it in to the school office and complete the medication details and consent form. The Headteacher will implement the following procedure:

- inform appropriate staff;
- request volunteers to administer the prescribed medication;
- ensure that any medication brought into school is clearly marked with the name of the pupil and the recommended dosage.
- The dispensing label from the pharmacy should be on the medication which should be in its original packaging.
- check that the parental consent form has been completed before medication is administered.
- Parents/Carers must also sign the form to collect the medicine at the end of the day.

Prescribed medicine will not be given to the pupil to take home.

- If medication needs to be kept in a fridge, staff must use the Fridge located in the Staffroom.
- Each time a child is given medication a record will be made on medication consent form by the person who administered the medication.
- In cases where pupils can be trusted to manage their own medication it will be encouraged and staff will observe/supervise this. The Headteacher will ensure that parental consent form has been completed and a record will be made.
- If a child refuses to take medication school staff will not force them to do so. The Headteacher will make an informed decision on the action to be taken based on the arrangements agreed with the parent.

v. Non-Prescribed Medicines

- Unless there are exceptional circumstances school staff must not administer non-prescribed medicines to any pupil. The Headteacher will make clear to parent(s) or carer(s) that they are responsible for ensuring their child is well enough to attend school. If a child is acutely unwell they must be kept at home.
- The only permitted circumstances when a non-prescribed medicine can be administered to a pupil or self-administered are:
 - a) where a child suffers from acute pain such as migraines, a letter to support this is provided by a doctor and the parent provides consent using the school medical consent form.
 - b) where a female pupil experiences dysmenorrhoea (period pains) and this is with the written consent of the parent.
- The medicine should either be supplied by the parent(s) or carer(s) or from the supply in school and stored in a safe and secure place.
- A record will be kept stating the medication dosage, time administered, by whom and the reason.

- Where a non-prescribed medicine is administered to a pupil the parents must be informed in writing that day.
- No pupil under the age of 16 will be administered aspirin or any medication containing aspirin (eg Bonjela or any other oral salicylate gels)

vi. Anaphylaxis

The Academy Council recognise that pupils who suffer extreme allergic reaction to particular substances require urgent medical treatment.

Where a child is either admitted to the school with anaphylaxis or diagnosed at a later date with anaphylaxis the Headteacher will implement the following procedure:

- inform the Local Authority;
- inform all staff;
- request volunteers to administer the prescribed medication;
- implement the protocol as described in the child's care plan;
- ensure all staff administering the prescribed medication receive the appropriate training;
- ensure that the provision of care can be maintained for the full day;
- make arrangements to include the child's participation on school visits and journeys;

vii. Diabetes

- The Academy Council recognise that pupils who suffer from diabetes normally need to have daily insulin injections to control their blood glucose level and they need to eat regularly.
- They appreciate that children and young people with diabetes may require different insulin regimes from taking insulin twice daily to what is becoming a more regular insulin regime of up to four injections each day. This may involve having insulin injections at lunchtime and in these instances it will be documented in the child's individual health care plan. Some children might wear an insulin pump.
- It is understood that the aim of children taking insulin during the school day is to give them a more flexible insulin regime to suit their individual life style.
- The Academy Council recognise that it is unlikely that children under the age of eleven will require insulin injections whilst at school. However, children using an insulin pump may need to adjust the pump settings during the course of the day. A protocol for this will be drawn up with the parents and the Diabetes Nurse
- School staff will not be expected to administer insulin in any circumstances however there may be occasions where a child may require assistance with blood glucose monitoring.

Where a child is either admitted to the school who suffers from diabetes or is diagnosed with diabetes at a later date the Headteacher will implement the following procedure:

- inform the Local Authority;
- inform all staff;
- request volunteers to assist with the administration of blood glucose testing;
- make arrangements for storage and safe keeping of insulin and a suitable place for children to administer insulin e.g. medical room;
- implement the protocol/Health Care Plan which has been agreed by the Headteacher, school staff and relevant health professionals, including emergency procedures;
- ensure staff follow the guidelines for Blood Glucose Monitoring;
- ensure all staff administering or assisting in the administration of insulin injections and blood

- glucose monitoring receive appropriate training;
- ensure that the provision of care can be maintained for the full day;
- take reasonable steps in accommodating the individual dietary requirements of a child suffering from diabetes in accordance with the Health Care Plan;
- make arrangements to include the child's participation in PE, and school visits and journeys.

viii. Epilepsy

- The Academy Council recognise that pupils who suffer from epilepsy may require urgent medical treatment.
- Where a child who suffers from epilepsy is due to be admitted to the school, or who is diagnosed with epilepsy at a later date, the parent(s) or carer(s) and the Authority will be notified in writing that the school staff **will not** administer the emergency medical procedure (Rectal Diazepam or Buccal Midozalam) which is carried out to treat children who suffer from a prolonged seizure.
- The Headteacher will ensure that there is an agreed protocol/Health Care Plan in place at school for any child who suffers from epilepsy and make arrangements for the epilepsy specialist nurse to deliver an awareness session to school staff on epilepsy.
- If the situation arises where a child experiences a major seizure the school will:
 - call for an ambulance;
 - immediately contact the parent(s) or carer(s)

Policy written: Spring 2017

Accepted by Academy Council _____

Signed by Chair _____

Date to be reviewed: Spring 2019