

**Holy Trinity Roman Catholic Academy Boundary Road
Newark NG24 4AU**



MEDICAL CONDITIONS POLICY

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**POLICIES & PROCEDURES
DOCUMENT CONTROL SYSTEM**

Controlled Document reference:

Document Title: **MEDICAL CONDITIONS POLICY**

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Holy Trinity Catholic Voluntary Academy



Mission Statement

“In every child there is a space only God can fill”

St Thomas Aquinas

At our school we continually strive to develop the full potential of the school community in an environment permeated by the Catholic Faith and promoting Gospel values.

At the heart of our mission is the family, school and parish, each supporting and working in mutual co-operation for the benefit of the children.

We are seeking to enrich the lives entrusted to our care through a broad and balanced curriculum designed to meet the needs of each pupil.

The school provides opportunities for young children to develop spiritually, morally, intellectually, physically and emotionally, and share their qualities, abilities and ambitions thus fulfilling individual potential.

As a worshipping community we respect all people and create a loving, caring atmosphere which overflows into an ethos of warmth and welcome towards parents, parish and the local community

HOLY TRINITY CATHOLIC VOLUNTARY ACADEMY

MEDICAL CONDITIONS POLICY

Holy Trinity Catholic Voluntary Academy is welcoming and supportive of pupils with medical conditions. It provides the same opportunities and access to activities for children with medical conditions as other pupils.

No child will be denied admission or prevented from taking up a place at this school because arrangements for their medical condition have not been made. The staff at Holy Trinity Catholic Voluntary Academy understands the importance of medication and care being taken as directed by healthcare professionals and parents.

This school's medical conditions policy is drawn up in consultation with the school/specialist nurse, school staff and governors. This policy describes the essential criteria for how we at Holy Trinity Catholic Voluntary Academy can meet the needs of children with long term conditions.

Record Keeping

When a child starts at our school, the parents/guardians are asked on the enrolment form whether their child has any medical conditions. All children with a medical condition at this school have an individual healthcare plan (IHP), where required, which records the support an individual pupil needs around their medical condition. The Head Teacher in conjunction with the SENCO and in liaison with parents will decide whether a IHP is required. (Those children with asthma, unless their need is a specific one –are catered for under the asthma policy) The IHP is developed with the pupil (where appropriate) parent, school staff, specialist nurse and relevant healthcare services. The IHP also explains what help the child needs in an emergency. This school has a centralised register of IHPs and the SENCo has the responsibility for this register. IHPs are regularly reviewed, at least once a year or where the pupil's needs change. The parents, specialist nurse (where appropriate) and other relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

We ensure that all staff providing support to a pupil has received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. The training should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional where appropriate. We ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

When a child requires medication the school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. We will not give medication (prescription or non-prescription) to a child without a parent's written consent. If we do not have this written consent and it is an emergency, the parents will be contacted by phone, a record of the conversation made and written consent given at the earliest opportunity.

If a pupil needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Storage

The Staff at Holy Trinity Catholic Voluntary Academy know what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available. Pupils may carry their emergency medication with them if this is appropriate.

School staff ensure that all medication is stored safely, that pupils with medical conditions know where they are at all times and have access to them immediately. We store medication that is in date and labelled in its original container where possible, in accordance with its instructions.

Parents/guardians are asked to collect all medication/equipment at the end of the school year and to provide new and in-date medication at the start of each academic school year.

Our School Environment

At Holy Trinity Catholic Voluntary Academy we ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge to help prevent and deal with any problems.

The staff at Holy Trinity Catholic Voluntary Academy understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports. All staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Attendance at school

We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. The staff at Holy Trinity Catholic Voluntary Academy understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. School staff will not penalise pupils for their non-attendance if their absences relate to their medical condition. A pupil with a medical condition who is finding it difficult to keep up educationally will be referred to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional. Staff members make sure that risk assessments are carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during the process and plans are put in place for any additional medication, equipment or support that may be required. School staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Senior Management team reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Monitoring and Evaluation

As a school we work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Other related policies:

Asthma Policy
First Aid Policy
Academy Trust Medicines Policy
Equality Policy

This Medical Conditions Policy is to be reviewed, evaluated and updated every two years or more frequently if required.

HOLY TRINITY CATHOLIC VOLUNTARY ACADEMY



Consent to supervise the taking of medicine

NAME OF CHILD
DATE OF BIRTH
PARENT/S NAME
TELEPHONE NUMBER WHERE SCHOOL CAN CONTACT YOU URGENTLY
HEALTH ISSUE:
Name of medicine
Prescribed dose:
Frequency of dose:
How to be taken:
NAME OF DOCTOR:

DOCTOR'S SURGERY ADDRESS:

DOCTOR'S TELEPHONE NUMBER:

Signature of named persons supervising the taking of medicine:

I confirm that I give my consent for a named member of staff to supervise the taking of medicine as described on this form to the above named child. I fully understand that the member of staff will do this on a purely voluntary basis and is not medically trained.

Signed:

Please print name:

Date:

Notes to Parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child.
2. There is no legal duty on non-medical staff to supervise a child taking medication. This is purely a voluntary role.
3. All medicine is stored in a lockable area out of the reach of pupils, or in the refrigerator in the school's Staff Room.
4. The medicine must be in its original container and labelled with the child's name and frequency of dosage.
5. It is the responsibility of the parent/guardian to ensure that all medicine kept in school is replaced **before** the expiry date.
6. It is the responsibility of the parent/guardian to ensure that the school has sufficient dosage of the required medication and that this is replenished in good time where required.

NAME OF CHILD _____

NAMED PERSON supervising _____

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