

# St John's Upper Holloway CE Primary School



**Supporting pupils with medical  
conditions in school**

**October 2020**

**Policy updated and approved by staff: September 2020**

**Policy approved by governors: October 2020**

**Review date: October 2022**

*NB: This guidance/policy is based on the Islington template for “managing medical conditions in school”*



### **Our Vision**

*Jesus said: 'Love each other as I have loved you'. John 15:12*

As we are loved, so we shall love.

As we are taught, so we shall teach.

As we are nurtured, so we shall flourish.

### **Our Mission**

- St John's is a small, caring Church of England Primary School. It is committed to supporting our pupils to be happy, successful and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be a high achieving school that provides an outstanding education:
  - ❖ promoting the highest standards of teaching and learning, with excellent leadership
  - ❖ being inclusive, celebrating diversity and valuing all religions, faiths, cultures and backgrounds
  - ❖ providing a rich and stimulating curriculum that will inspire and challenge
  - ❖ being a happy, healthy and safe place
  - ❖ providing excellent care, guidance and support with a strong partnership between school, parents and the community.

**We seek to promote six Christian values of creativity, thankfulness, truthfulness, friendship, perseverance and courage, each linked by our core value of love. We believe these help to prepare our children for a successful and fulfilling life, so being:**

- considerate and respectful with excellent manners
- confident, happy, independent and self-motivated
- co-operative and collaborative
- honest and trustworthy
- resilient, hardworking and determined
- highly principled with moral, spiritual, cultural and social awareness, including shared British Values.

## **Managing Medical Conditions in School**

St John's Upper Holloway wishes to ensure that pupils with medical conditions receive appropriate support and care at school. This policy is written with regard to Section 100 of the Children and Families Act 2014. We aim to support children and ensure that we pay attention to the social and emotional aspects of their medical condition. We will ensure that no child experiences bullying or social isolation because of their condition.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school. The Children, families and community committee of the governing body will review the arrangements every term.

### **What is a medical condition?**

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual support plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The key roles and responsibilities are set out in **appendix two**. The day-to-day responsibility for children and young people rests with the headteacher and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases. The school will have a medical plan in place for all children who have a medical diagnosis of:

- Asthma
- Breathing difficulties
- Epilepsy
- Seizures
- diabetes
- Heart condition
- Liver and kidney conditions
- Cancer or any other serious medical condition

### **Procedure when the school is notified that a pupil has a medical condition**

St John's will arrange a meeting with the parents as soon as possible after the school has been informed. The information may come from the parent, the school nurse, a health visitor or other medical professional. The Deputy Head/SENco (Mr Nicholas Turpin) will invite the parents, the school nurse and any other relevant health professionals to the meeting. At the meeting the Deputy Head/SENco will gather all the relevant information including, diagnosis, signs and symptoms and treatment plan. The meeting will also cover

the emotional needs of the child or young person and include emotional support / counselling as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be trained within four weeks of the first notification. The headteacher will be kept informed of the operational implications of the health care plan.

### **The School's Right to Challenge**

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The headteacher will consult with the local education authority and the NHS paediatrician based at the Northern Health Centre, Holloway Rd, London N7. The local education authority will also be asked give advice if there is a dispute between the parents and the school. **Appendix one** is a list of key contacts in Islington.

### **Staff Training**

- Teachers and support staff will receive training about individual pupils' medical conditions which will be organised by the school SENCo
- The Headteacher and Deputy Head will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools
- Temporary and supply staff will be given information by Riyan Goldring (office manager/ designated First Aid) about individual children or young people who are likely to become ill and/or require medical intervention

### **Individual health Care Plans**

- The Designated first aider (Riyan Goldring) will write individual plans in partnership with the SENCo, parent and relevant health care professionals – see appendix three.
- The plan will be shared with relevant members of staff and reviewed annually or as appropriate if there are significant changes.
- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the school office and not put on display unless this is agreed with the parents
- Information about the child's medical condition will be displayed in the staffroom and/or classroom if appropriate and **ONLY WITH THE PARENTS' PERMISSION**

## **Medicines in Schools**

- **this applies to all pupils including those who do not have an individual health care plan**
- any parent can request that their child is given prescription medicine in school. The school will consider whether accepting, storing and administering this is possible on a case by case basis.
- if medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually
- -it is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day
- no pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance
- prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions
- parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions
- at the end of the school year in July the school will return all medicines in store to the parents
- Medicines will be safely stored in the designated secure cupboard in the front office
- A written record will be kept by Riyan Goldring and stored in the designated secure cupboard in the front office. This includes the amount of medicine or the number of puffs of an asthma inhaler.
- the school will not be held responsible for any side-effects due to the correct administration of prescribed drugs

### **Arrangements for children who are competent to manage their own medicine in school**

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the headteacher who has a duty to ensure the safety of all children and young people.

### **Administering asthma inhalers**

Asthma guidance posters are kept in the school office and in each classroom. It is important that staff follow this guidance and remain calm when around a child having an asthma attack.

The school's asthma nurse strongly recommended that if a child appears to be struggling slightly with their breathing and asks for their inhaler, an adult (probably the TA) needs to go with the child to the office where the asthma pump can be administered. The child needs to be monitored by the TA until their breathing returns to normal.

If the child is struggling more severely to breathe or is beginning to have an asthma attack, the TA should quickly go to retrieve their inhaler from the office so that it can be administered in class (or wherever they are in school). The school first aider (Riyan) will accompany the TA and lead on the administering of the pump.

If a teacher is on their own and a child appears to urgently need their asthma pump, they should ask a teacher or TA from their neighbouring class to keep an eye on the child in difficulty (and the rest of the class) while they go to get the pump themselves.

Sometimes a child may need an asthma pump as a matter of routine after exercise or playtimes. In these cases they can go directly to the office accompanied by another child. Similarly, if a child requires their pump **before** any PE lessons, this needs to be indicated on the pupil medical needs poster in the class and the teacher/TA are responsible for ensuring this happens. The sports coaches will have copies of any medical needs posters in order that they can be aware of any early signs of distress. During PE lessons, a TA should always be present in case of any emergency that may take place.

Remember, children with asthma cannot go on a trip unless they have their asthma pump with them. Parents are responsible for ensuring it is not out of date and each teacher needs to check this before the day of the trip.

### **Record keeping**

St John's will keep written records of all medicines administered to children. The record will be kept in the front office and include date, time, dosage and name of the member of staff who administers the medicine (**appendices 4 and 5**)

### **Unacceptable Practice**

It is unacceptable at St John's to:

- require parents to attend school to administer medication or carry out personal care where the child has a medical need
- prevent pupils from easily accessing their inhalers and medication
- prevent pupils from drinking or eating if needed to manage their medical condition
- assume that every pupil with the same condition needs the same treatment
- ignore the views of the child or their parents: or ignore medical evidence unless there is good reason to challenge those views
- exclude pupils from lunchtime or after-school activities because of a medical condition

- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- leave children who are ill unattended in a medical room or school office or any room
- penalise parents if poor attendance is related to a long-term medical condition.

### **Medical Emergencies at St John's**

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and only those with health care plans

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act **in loco parentis** until the parents arrive. The member of staff **in loco parentis** will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital. If an ambulance/medical professionals are supporting a child in school and this treatment extends beyond the end of the school day, the SLT will ensure a suitable member of staff (usually the trained first aider) is present until the parent or other responsible adult arrives at school.

### **Day trips, residential visits and sporting activities**

St John's will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips of journeys unless this is a normal activity.

### **Liability and indemnity**

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children. All Islington schools (not academies or free schools) are covered by the Islington Council policy with Zurich.

### **Long term absence from school due to medical needs**

If a child will be away from school for 15 days or more due to a medical condition, the LA are responsible for arranging appropriate alternative provision. The school will work closely with the local authority and the family of the child to ensure this provision is well planned and meets the child's needs.

## Complaints

At St John's we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Signed by head \_\_\_\_\_ on \_\_\_\_\_ (date)

Signed by \_\_\_\_\_ (chair of Resources and wellbeing committee) on  
\_\_\_\_\_ (date)

Policy to be reviewed every two years unless there are significant changes.



## Appendix One

### Key Contacts in Islington:

Condition / concern	Organisation	Contact
HIV / AIDS	Body and Soul	Emily Kerr-Muir <emily@bodyandsoulcharity.org>
Asthma	Whittington Hospital	Colette Datt, Allergy / Asthma Nurse <a href="mailto:colette.datt@nhs.net">colette.datt@nhs.net</a>  Nickola (Nikki) Rickard, Asthma Nurse for Schools <a href="mailto:nickola.rickard@nhs.net">nickola.rickard@nhs.net</a>
Healthy Weight	MoreLife	Lucy Dayus <a href="mailto:Lucy.Dayus@more-life.co.uk">Lucy.Dayus@more-life.co.uk</a>
Healthy Weight	My Team (Health and Wellbeing Team)	Marjon Willers: Specialist Dietitian for Schools and Children's Centres <a href="mailto:Marjon.willers@nhs.net">Marjon.willers@nhs.net</a>
Mental Health	CAMHS	Sean Barnett, CAMHS Lead for Schools ( <a href="mailto:sian.barnett@nhs.net">sian.barnett@nhs.net</a> )
Immunisations	Whittington Health	Christine Ogundele ( <a href="mailto:christine.ogundele@nhs.net">christine.ogundele@nhs.net</a> ) Immunisations Specialist Nurse
Female Genital Mutilation	LBI	Heather Vacciana, Anti Bullying Co-or & DV Preven. Officer. <a href="mailto:Heather.vacciana@islington.gov.uk">Heather.vacciana@islington.gov.uk</a>
Diabetes	Whittington Hospital	Roma Romano-Morgan, lead paediatric diabetes specialist nurse <a href="mailto:roma.romano-morgan@nhs.net">roma.romano-morgan@nhs.net</a>
Allergies	Whittington Hospital	Dee Brown, Clinical Nurse Specialist Paediatric Allergy & Asthma <a href="mailto:dee.brown3@nhs.net">dee.brown3@nhs.net</a>
Constipation	Darent Valley Hospital, Dartford & Gravesham NHS	Sandra Hanson – specialist nurse for childhood constipation <a href="mailto:sandra.hanson1@nhs.net">sandra.hanson1@nhs.net</a> / <a href="mailto:sandra.hanson@dvh.nhs.uk">sandra.hanson@dvh.nhs.uk</a>
Smoking	Smoke Free Islington, Whittington Health	Marina Chrysou ( <a href="mailto:m.chrysou@nhs.net">m.chrysou@nhs.net</a> ) or Nicola Brooms ( <a href="mailto:nicola.brooms@nhs.net">nicola.brooms@nhs.net</a> )

## **Key roles and responsibilities**

### **1.1 The Local Authority (LA) is responsible for:**

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

### **1.2 The Governing Body is responsible for:**

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St John's Upper Holloway CE Primary School
- 1.2.2 Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual pupils.

1.2.8 Ensuring the level of insurance in place reflects the level of risk.

**1.3 The Headteacher is responsible for:**

1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St John's.

1.3.2 Ensuring the policy is developed effectively with partner agencies.

1.3.3 Making staff aware of this policy.

1.3.4 Liaising with healthcare professionals regarding the training required for staff.

1.3.5 Making staff who need to know aware of a child's medical condition.

1.3.6 Developing Individual Healthcare Plans (IHCPs).

1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

**1.4 Staff members are responsible for:**

1.4.1 Taking appropriate steps to support children with medical conditions.

1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

1.4.3 Administering medication, if they have agreed to undertake that responsibility.

- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs h

1.4.6 elp.

**1.5 School nurses are responsible for:**

1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.5.2 Liaising locally with lead clinicians on appropriate support.

**1.6 Parents and carers are responsible for:**

1.6.1 Keeping the school informed about any changes to their child/children's health.

1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.

1.6.3 Providing the school with the medication their child requires and keeping it up to date.

1.6.4 Collecting any leftover medicine at the end of the course or year.

1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.

1.6.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

St John’s Upper Holloway CE Primary School

MEDICAL INFORMATION



<p><b>Name:</b></p> <p><b>DofB:</b></p> <p><b>Parent name and contact:</b></p>	<p><b>Photo:</b></p>
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**My medical needs are...**

**I need to take/use/have...**

**Key people to seek/inform in school...**

**IF ?????? HAPPENS YOU NEED TO CALL 999 FOR AN AMBULANCE**



**SPECIAL REQUEST FOR ADMINISTRATION OF MEDICATION**

(FOR EXAMPLE EPIPEN AND VENTOLIN)

NAME OF MEDICINE AND STRENGTH	DOSE	ROUTE (e.g by mouth, puffer or injection)	START DATE	END DATE	EXPIRY DATE

**PLEASE STATE CIRCUMSTANCES WHEN DOSE MAY BE REQUIRED:**

.....

.....

.....

.....

.....

## CONSENT

I give consent for (name of child) ..... to receive medicine as shown.

Signed ..... Date .....

- 1. PLEASE ENSURE MEDICINES ARE SENT TO THE SCHOOL IN THE CONTAINERS DESPENDED BY THE PHARMACY (CHEMIST) AS PRESCRIBED BY THE DOCTOR.
- 2. IT IS IMPORTANT THAT A NEW CONSENT FORM IS COMPLETED EACH TERM AND IF THE MEDICINES OR DOSES ARE CHANGED.

**Record of medicines administered to all children - St John's Upper Holloway CE Primary School**

Date	Time	Child's Name	Name of Med	Dose given	Any reactions	Signature of staff	Print name



## Appendix 6: contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows **St John's Upper Holloway CE Primary School, Pemberton Gardens, N19 5RR**
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone