



Supporting Students with a Medical Condition

Approved by Governors on: 11 May 2021

Review Committee: Standards and Effectiveness

Review on: Biannually



Supporting Students with a Medical Condition Policy

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

This Policy takes into account the Special Needs and Disability Act 2001, the Equality Act 2010, Children and Families Act 2014 and Code of Practice 2015, the Special Needs and the aims of school as outlined in the Mission Statement and other school documentation.

We at Christ the King Catholic High School are committed to supporting the medical needs of all students and ensuring that they have the opportunity to develop their skills, talents and abilities.

In line with our mission statement we will endeavour that students with an ongoing medical condition are identified and that any possible provision is in place to support them during their time at our school.

The policy is divided into the following sections:

- Roles and responsibilities
 - 1. Local authority.
 - 2. Governors.
 - 3. Headteacher.
 - 4. IMHCP Coordinator.
 - 5. Staff.
 - 6. Parents/Carers.
 - 7. Students.
 - 8. School Nurse
- The use and storage of medication in school.
- Trips, residential visits and sporting activities.
- Individual Medical Health Care Plan Template.
- Record of Medication administered sheet.

Roles and Responsibilities

1 The Local Authority (LA) are responsible for:

- 1.1 Commissioning access to school nurses.
- 1.2 Promoting co-operation between all relevant parties with the view to improving the wellbeing of students with medical conditions.
- 1.3 Joint commissioning with Clinical Commissioning Group's (CCG's) to support, offer advice and guidance and provide the necessary training for staff to ensure the needs identified in the Individual Medical Healthcare Plan (IMHCP) of the student can be delivered
- 1.4 Provide alternative educational provision for students with a medical condition were they may be out of school for 15 days or more.

2 The Governing Body are responsible for:

- 2.1 The overall implementation of Supporting Students with Medical Conditions Policy and Procedures at Christ the King Catholic High School.
- 2.2 Ascertain that relevant training provided by the LA is delivered to staff who have responsibility for students with a medical condition.
- 2.3 Handle any complaints relating to the Supporting Students with Medical Conditions Policy in line with the school's Complaints Policy.

3 The Headteacher is responsible for:

- 3.1 The daily implementation and management of Supporting Students with Medical Conditions Policy within Christ the King Catholic High School.
- 3.2 Ensuring that all staff at Christ the King Catholic High School are aware of this policy.
- 3.3 Facilitating the training and resources available to staff who are able to implement the requirements of student's IMHCP in normal, contingency and emergency situations.
- 3.4 Ensure details of any medicines administered by staff to individual students are recorded in line with school policy.

4 IMCHP Coordinator is responsible for:

- 4.1 Liaising with healthcare professionals regarding the training required for staff.
- 4.2 Developing Individual Medical Healthcare Plans.
- 4.3 Making all staff aware of a student's medical condition.
- 4.4 Co-ordinating training for staff with regards to medical conditions.
- 4.5 Keeping IMHCPs up to date.
- 4.6 Ensuring staff have access to student's IMHCPs.
- 4.7 Liaising with students, Parents/Carers, SLT and relevant professionals when a medical condition has been identified.
- 4.8 Keeping up to date records of staff training.
- 4.9 Liaising with Achievement Coordinators for students with medical conditions in their House.
- 4.10 Liaising with EVC and professionals regarding students with medical conditions going on school trips.
- 4.11 Keeping up to date with Government guidance.

5 Staff are responsible for:

- 5.1 Familiarising themselves with the Supporting Students with Medical Conditions Policy and IMHCPs
- 5.2 Taking the necessary steps to support students with medical conditions.
- 5.3 Administer medication if they have agreed to do so with the Headteacher.
- 5.4 Completing any necessary training for supporting students with medical conditions.

6 Parents/Carers/carers are responsible for:

- 6.1 Keeping the school informed about any changes to their child/children's health.
- 6.2 Completing a parental agreement for school to administer medication form before bringing medicine into school.
- 6.3 Providing the school with the medication their child/children requires and keeping this up to date.
- 6.4 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 6.5 Where necessary, developing an IMHCP for their child in collaboration with the IMHCP Coordinator, healthcare professionals and any other person(s) deemed necessary.

7 The student is responsible for:

- 7.1 Taking responsibility for managing their own medicines and procedures if they are competent enough to do so.
- 7.2 Carrying their own medicines and devices if possible. Where this is not possible, their medicines will be located in an accessible location.
- 7.3 If a student refuses to take medication or to carry out a necessary procedure, Parents/Carers will be informed so that alternative options can be explored.
- 7.4 Where appropriate, students will be encouraged to administer their own medication under the supervision of a member of staff.

8 The School Nurse is responsible for:

- 8.1 Notifying school when a student has been identified as having a medical condition which will require support in school.
- 8.2 Liaising with other healthcare professionals on possible training and support for the student and relevant staff.

The use and storage of medication in school:

- Medicines should only be administered at school when it would be detrimental to the student's health or school attendance not to do so.
- Students should not be given prescription or non-prescription medicines without parental consent.
- School should only accept prescribed medicines if they are in date, are labelled appropriately, in the original container as dispensed by a pharmacist and include administration, dosage and storage.*
- All medicines will be stored safely in accordance with the instructions on the label, with appropriate staff and students aware of how to access them at all times.
- In the event of an emergency procedures should be followed as outlined in the school's emergency/evacuation procedures.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Behaviour Policy.

Trips, residential visits and sporting activities

- During the planning process for any visits the Visit Leader should liaise with the IMHCP Coordinator and EVC regarding any medical needs of students that they have been notified of.
- Staff should consider any reasonable adjustments they might make to enable students with medical conditions to participate safely.
- SLT should ensure there is an appropriate level of insurance in place in relation to the level of risk.

Individual Medical Health Care Plan

Name of school	Christ the King Catholic High School
Child's name	
House	
Date of birth	
Medical diagnosis or condition	
Date of diagnosis	
Review date	

Emergency Contact Information

Name	
Relationship to child	
(home)	
(mobile)	
Name	
Relationship to child	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Medication

Name	
Dosage & frequency	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff to administer medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in regards to the condition, dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Date	Student Name	House	Medication Administered	Dosage given	Time medication given