



St. Kentigern's Catholic Primary School

Supporting pupils with medical needs policy

"Treat others as you want to be treated"

Mission Statement

St Kentigern's Catholic Primary School, as part of our parish community of faith, is dedicated to nurturing each child as a unique and sacred gift from God. Guided by the Gospel of Jesus Christ and the teachings of His Church, we strive to develop the spiritual, intellectual, emotional, and physical potential of every student to the fullest.

Rooted in Catholic Social Teaching, we uphold the dignity of every human person and foster a community built on love, justice, compassion, and service. Inspired by Christ's teaching, *"Treat Others As You Want To Be Treated"* (Luke 6:31), we encourage our children to grow in faith through prayer, reflection, and action, living out the values of solidarity, stewardship, and care for others.

We are committed to educating the whole child within a safe, welcoming, and inclusive environment where every individual is valued and respected. Through cooperation, friendship, and shared responsibility, we cultivate a joyful and caring learning community that prepares our children to contribute positively to society while recognising and respecting the beliefs of others.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities which they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. St Kentigern's Catholic Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, fellow pupils).

This policy also meets the requirements of the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discretely and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

St Kentigern's Catholic Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs. Employees should receive appropriate training, work to clear guidelines and bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

Expectations

Parents

It is expected that:

- Parents will provide the school with sufficient and up to date information about the child's medical needs.
- Parents will inform school of any medical condition which affects their child
- Medicines should only be administered at St Kentigern's when it would be detrimental to a child's health or school attendance not to do so
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- Parents will supply school with written consent and appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- St Kentigern's will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to

access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that St Kentigern's Catholic Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Staff

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Pupils

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Procedures

The Governing Body of St Kentigern's Catholic Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

All staff will be made aware of children with serious medical conditions along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders, listed at the end of this policy, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor that have to be taken during the day. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy. We recommend that if medication has to be taken three times a day it is taken before school, after school and before bed. However, if it needs to be taken four times a day it can be administered by the parent or a member of the Office staff at lunchtime.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Staff must have a witness to check the dosage and administration of medicines. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled and in date.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the School Office. Access to these medicines is restricted to the named persons. Epi-pens are kept in a cupboard in the school office and also in relevant children's teaching areas.

Staff will record any doses of medicines given on the relevant recording sheet kept in the office. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at St Kentigern's Catholic Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St Kentigern's Catholic Primary School Complaints Procedure.

Trained Staff:

Paediatric Level 3 First Aid:

Amanda Campbell (expires February 2027)
Christine Murray (expires February 2027)
Jane Letzer (expires February 2027)
Carley Ogden (expires February 2027)
Liz Walker (expires February 2027)
Sophie Hilton (expires June 2027)
Josie Lloyd (expires June 2027)
Sarah Brooks (expires November 2028)
Danielle Beesley - Monteath (expires November 2028)

Awareness of Type 1 Diabetes in Schools:

Emma Harris completed Oct 2020
Christine Murray completed Oct 2020
Carley Ogden completed June 2024
Sean Hogarth completed June 2024
Josie Lloyd completed June 2024
Sarah Brooks completed June 2024

Siobhan Palmer completed June 2024

David Willis completed June 2024

Anaphylaxis training completed in October 2024:

Sarah Brooks

Emma Harris

Sophie Hilton

Jowita Rutkowski

Amanda Campbell

Jane Letzer

Carley Ogden

Named people for administering medicines:

Sandra Sobrino – School Business Manager,

Courtney Rimmer – School Office assistant

Christine Murray – Headteacher

Sarah Brooks – Deputy Headteacher

Claire Morris – KS2 Lead

Emma Harris – KS1 Lead

Reviewed September 2026

Next review September 2027