

BISHOP ULLATHORNE CATHOLIC SCHOOL



Medicine Policy

2023

Review Date May 2024

OUR MISSION STATEMENT

Our Mission is to be an active Christian community of love and service, where all feel they belong and are valued.

We will help each other to recognise the gift of God within us, to search for excellence and foster the development of our true self.

OUR PHILOSOPHY

The discovery of 'our true self' is both a spiritual and educational journey. Our core belief that 'every child matters' places students physical and mental health alongside all other strategies in place to ensure that no child falls through the net and that all students are helped to achieve their potential.

1. Our school is an inclusive community that aims to support and welcome students with medical conditions.

- a. Bishop Ullathorne has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future.
- b. Bishop Ullathorne aims to provide all children with medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- c. Students with medical conditions are encouraged to take control of their condition.
- d. Bishop Ullathorne will take all reasonable and practicable steps to ensure students feel confident in the support they receive from the school to help them do this.
- e. Bishop Ullathorne aims to include all students with medical conditions in all school activities.
- f. Bishop Ullathorne aims to ensure all staff understand their duty of care to children and young people in the event of an emergency.
- g. Bishop Ullathorne understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation

- a. Parents will be informed about the medical conditions policy:
 - At the start of the school year when communication is sent out about healthcare plans
 - When their child is enrolled as a new student, via the school's website, where it is available all year round.

- School staff are informed and reminded about the medical policy via online school registers and SEN communications
- At scheduled medical conditions training

3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. Staff at Bishop Ullathorne understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for first aiders and PE staff at least once a year.

4. All staff understand the school's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
 - To contact a first aid member of staff.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations: the staff room, PE department and food preparation rooms.
- d. If a student needs to be taken to hospital, a member of staff will accompany them and will ask parent/s to meet ambulance at casualty.
- e. Staff should not take students to hospital in their own car.

5. Our school has clear guidance on the administration of medication at school

- a. All students at this school with medical conditions have access to their emergency medication.
- b. All students are encouraged to carry and administer their own emergency medication i.e. inhalers, epipens and insulin with a spare being kept in the Pastoral Support Manager's office
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration-general

- a. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of the Pastoral Support Manager.
- b. Bishop Ullathorne School understands the importance of medication being taken as prescribed.

- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- d. Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- e. Parents at Bishop Ullathorne are asked to notify the school if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- f. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

6. Bishop Ullathorne has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

- a. Emergency medication is readily available to students who require it at all times in the relevant Pastoral Support Manager's office during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are available from the pastoral support manager or site services.
- b. All students carry their own epipens at all times and a spare is kept in Pastoral Support Manager's office.
- c. Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard in the Key Stage office. Students with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The Business Manager ensures the correct storage facilities for medication are available at the school.
- b. The Pastoral Support Managers along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students' name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves
- c. Some medication at Bishop Ullathorne may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- d. This is in a secure area, inaccessible to unsupervised students.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- c. The Pastoral Support Managers are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

7. Bishop Ullathorne has clear guidance about record keeping

Enrolment forms

- a. Parents at Bishop Ullathorne are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

- a. Bishop Ullathorne uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held centrally by the SENCO
- b. A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long term medical condition. This is sent:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- c. If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation will be sent home for completion.
- d. Parents are regularly reminded to inform the Pastoral Support Manager if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

- a. Healthcare plans are used to create a centralised register of students with medical needs. The SEN coordinator has responsibility for the register at Bishop Ullathorne School.

8. Bishop Ullathorne aims to ensure that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- a. Our school is committed to providing a physical environment that is accessible to students with medical conditions.

Exercise and physical activity

- a. Our school understands the importance of all students taking part in sports, games and activities.
- b. Bishop Ullathorne ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- c. Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- d. Bishop Ullathorne ensure PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Education and learning

- a. Bishop Ullathorne ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- b. Staff are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- a. Our school works in partnership with all interested and relevant parties including all school staff, parents and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical policy at this school.

These roles are understood and communicated regularly.

The Governors

The Governors have a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.

Headteacher

Bishop Ullathorne's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including students, school staff, and special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using students' healthcare plans.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendation and recent local and national guidance and legislation.

All school staff

All staff at Bishop Ullathorne have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.

- Liaise with parents, the student's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

Deputy Head (Behaviour and Personal Development)

The behaviour and personal development team at Bishop Ullathorne has a responsibility to:

- Update the school's medical conditions policy.
- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

The SENCO at this school has a responsibility to:

- Help update the school's medical condition policy.
- Know which students have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Students

The students at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a student at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Inform school if their child is not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

**The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.*