

Saint Augustine's Roman Catholic High School

Medical information, medicines and health care plans

School policy and guidelines



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At some time, many children will have a medical condition which could affect their attendance or participation in school activities. This may be short-term, for instance when undergoing a course of medication, or because of a longer term condition, which, if not properly managed, could limit their access to certain aspects of school life.

In a few cases it might be helpful or even necessary to have a Health Care Plan in school for an individual pupil. Staff at Saint Augustine's will collaborate with any parent or carer who feels that this would be appropriate for their child. Should you wish to discuss this further, please contact Mrs Kay Jameson, our Curriculum Leader for Learning Support, via the school office and she will arrange a meeting with you.

Please note, however, that staff at our school are not, as a general rule, expected to administer medication. Staff who do volunteer to administer medication will be covered by the Local Authority's indemnity policy within the stated conditions. The school will, of course, pay particular attention to the safe storage, handling and disposal of medicines. Training for staff who volunteer includes guidance in safety procedures. The Headteacher is responsible for ensuring that staff are trained in accordance with this policy. Where temporary staff are employed in school (such as supply teachers) the Office Manager will ensure that they are aware of the school's medical care policy.

The school will arrange and facilitate staff training for children with complex health needs, calling on:

The School Nurse
Diabetes Specialists
Epilepsy Specialists

Epipen Trainers
Asthma Specialists
Other Specialists as required

Medical Information:

Transition to St Augustine's. On Intake Evening, which is held in June every year, parents and carers of all Year 6 pupils moving up to St Augustine's are required to complete a green medical information sheet called FORM 3 Type A and B Visits. This serves two purposes:

- 1) It gives the school information we need about our pupils' health.
- 2) it allows us to make suitable arrangements for children with a medical condition who want to participate in a school trip.

Parents and carers of children who move to St Augustine's from other schools at other times in their secondary education are also required to complete this

form on admission. It is the responsibility of parents to inform school of medical conditions and any future changes to this admission form.

In the case of children who may require a Health Care Plan, it is essential that parents and carers alert us and provide us with relevant information as soon as they are notified that their child has been offered a place at St Augustine's.

All staff have access to the Inclusion Profile, a live document which contains details of medical needs and is updated as information regarding medical needs is passed to school. All staff receive a hard-copy of this document every term. This document is updated by the Learning Support department.

School Trips and Activities

The party leader of any trip will make a risk assessment based on the information provided on the medical information sheets and will liaise with the External Visits Coordinator to ensure the safety of pupils on school trips and visits.

Pupils should not be discouraged from attending trips and visits due to medical conditions and the school will make any reasonable adjustment to ensure fair access for all pupils. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed or the correct medication is not provided.

Medicines

All items of medication (including equipment such as epipens and inhalers) should be delivered directly to the school office in the original packaging and clearly showing the child's name.

It is the parent's or carer's responsibility to inform the school in writing when the medication or the dosage is changed or no longer required.

It is also the parent's or carer's responsibility to ensure that medicines and equipment are kept up to date and are replaced prior to expiry date. We strongly recommend that parents and carers make a note which is displayed prominently at home to remind them of when to do this.

The office has a transfer of medication book which records the medicine or equipment delivered to the school and date of receipt.

Pain relief and non-prescriptive medicine: The school will under no circumstances provide or administer non-prescriptive medicines such as *Ibuprofen* or *Aspirin*.

Where there is an exceptional need for pain relief for which *Paracetamol* would be appropriate, the parent or carer of the child concerned should write a letter with the dosage included in the sealed envelope with specific instructions on how the office staff should administer it. This can only be done on a limited, short-term basis.

The school will not make changes to dosages on parental instructions. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Health Care Plans

Not all pupils who have medical needs will require a Health Care Plan.

The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with long term medical needs such as asthma, ADHD, diabetes, epilepsy and anaphylaxis. It is the responsibility of parents / carers to inform school of any information that may require changes to a Health Care Plan. The information contained within the plans is intended to allow the school to set up an effective provision for care and support.

Health Care Plans are drawn up between parents or carers and the school. Pupils with medical conditions will be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with their Individual Healthcare Plan. In some cases this may involve the participation of the school nurse, other health practitioners, and, if necessary, written advice from the child's doctor or paediatrician. The plan will summarise the measures needed to support a child in school, including preparing for an emergency situation.

Reviewing Health Care Plans

Health Care Plans should be reviewed at least annually. If there is a significant change in the pupil's medical needs, this should happen before. If you have any queries about this leaflet or would like to give us some feedback on it, please would you e-mail us on info@sarchs.com. Please leave us a contact number if you would like us to get back to you.