



## ST THOMAS MORE CATHOLIC SCHOOL

*To lead those in our care to grow in their faith  
and to benefit from an enriching education*

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### SUPPORTING PUPILS WITH MEDICAL CONDITIONS

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#### Principles

***"Heal me, O Lord, and I shall be healed; save me, and I shall be saved, for you are my praise."***

***Jeremiah 17:14***

#### SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The term 'medical condition' covers pupils who need the regular and ongoing support of the medical profession and medical intervention/drugs in order to function successfully.

#### AIMS

The governing body acknowledges a duty to ensure that all children recognised by the Executive Headteacher as having a medical condition or conditions (as defined in this policy) are properly supported in school so that they can play a full part in school life and can enjoy the same opportunities as afforded to any other child. Consequently the governors will strive to be sympathetic to the needs of this group and will seek to ensure that reasonable adjustments accommodate those who are recognised as having a medical condition. They would wish the School to respond sensitively, discreetly and quickly to situations where a child with a recognised medical condition requires support.

#### PROCEDURES

When a child is recognised as having a medical condition, requiring management at school level, a **healthcare plan** will be drawn-up setting out the arrangements to be made (Appendix 1). The school's named medical officer answerable to the Special Educational Needs Co-ordinator (SENCO) for healthcare plans- is the Executive Headteacher's lead representative for the school and will support the Executive Headteacher by ensuring:

1. Appropriate training for staff including training for absence cover.
2. Appropriate briefing for staff (including supply and casual staff) who have a key responsibility towards those pupils recognised as having medical conditions so that they are aware of the medical condition and know how to support effectively and react in an emergency.
3. The completion of appropriate risk assessments eg for taking a child on a school trip.
4. The formulation and monitoring of healthcare plans at least annually (which would take into consideration where appropriate, input from a healthcare professional and parent/carer views)
5. Transition arrangements for pupils moving into or out of the school.
6. Pupils with serious medical conditions are included on the vulnerable children list kept by the school and displayed in the staffroom.

#### KEY PROCEDURES

When we are notified of a medical condition or a change in a medical condition for a pupil on roll at the school, parents/carers will be invited in for a meeting or succession of meetings to put a plan into place. This will also outline what actions will be taken in any emergency situation.

Generally the school will not become involved in administering any medicines and children will self-medicate if they are able to do this for themselves. If the school does agree in an exceptional case to administer and store medicines, then parents will have to complete a separate permission form (Appendix 2) and this has to be agreed by the named medical officer and will be dispensed by an identified member of staff. NB Only trained members of staff will inject insulin or an epipen.

All medicines must be named and accompanied by written instructions from the parent and/or the GP specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. The smallest practicable dose should be brought to school preferably in individual original containers clearly labelled with the child's name and dosage instructions.

Parents are responsible for ensuring that there is sufficient medication and that it has not passed its expiry date.

The medical officer or other identified member of staff will dispense one paracetamol to children if it is deemed appropriate and the parental/carer permission has been given. Written records will be kept of all medicines administered to children and parent/carers informed. Any complaints about how pupils with medical conditions are supported can be made under the **Governors' Complaints Policy**.

### **CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL**

The governors recognise our responsibility to ensure that children absent from school for medical reasons have some continuity in their education as far as their condition permits. We aspire to providing support that will facilitate a smooth reintegration at a later date in to mainstream education.

Staff at St Thomas More School work in partnership with pupils, parents/carers, medical services, other professionals and education providers to enable children and young people with medical needs who are unable to attend school to receive education in a hospital setting or at home. Our Heads of Year will be proactive in promoting the education of pupils on roll who are not able to attend school for health reasons ie unable to attend school for reasons of sickness, injury or mental health needs and where a doctor certifies that a child should or cannot attend school. This policy is based upon the statutory guidance for Local Authorities 'Ensuring a good education for children who cannot attend school because of health needs', January 2013. This comes under the category of 'education otherwise' when the child remains on the school roll and is educated temporarily in a hospital setting or through home tuition.

### **INSURANCE**

The Governing Body of St Thomas More Catholic School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See Commercial Combined policy KSC 242048 0703 with Zurich Insurance.

This policy to be reviewed every two years.

**Named Medical Officer** – Lacy Redfern

**SENCO** – Isabelle Goursaud

*This policy was agreed by the Full Governing Body on 10 February 2015*

*This policy was ratified by the Full Governing Body on 27 June 2017*

*This policy was reviewed and amended on 17 March 2020*

*This policy was reviewed on 9<sup>th</sup> March 2021*

## St Thomas More Catholic School

### Health Care Plan

<b>Name of school/setting</b>	<b>St Thomas More Catholic School, Glendale Avenue, London N22 5HN</b>
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

<b>Family Contact Information</b>	
Name	
Phone no (work)	
(home)	
(mobile)	
Name	
Phone no (work)	
(home)	
(mobile)	

<b>Clinic/Hospital Contact</b>	
Name	
Phone no.	

<b>GP</b>	
Name	

Phone no.	

Describe medical needs and give details of child's symptoms

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Daily care requirements (*e.g. before sport/at lunchtime*)

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Describe what constitutes an emergency for the child, and the action to take if this occurs

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Follow up care

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Who is responsible in an emergency (*state if different for off-site activities*)

Ms L Redfern, Welfare Officer
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ST THOMAS MORE CATHOLIC SCHOOL  
Parental Consent for school administration of medication

Pupil Details:

<b>Surname</b>	
<b>Forename</b>	
<b>Address</b>	
<b>Date of Birth</b>	
<b>Form</b>	
<b>Condition/Illness</b>	
<b>Name of Medicine</b>	
<b>Duration of course</b>	
<b>Dose Prescribed</b>	
<b>Time(s) to be given</b>	
<b>Has the child received this medication previously without side effects?</b>	
<b>Any procedures to take in an emergency</b>	

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL. I understand that the medicine must be delivered to the school by myself or the under mentioned responsible adult and accept

that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately. I also understand and accept that, whilst every endeavour will be made by the member of staff to administer the medication at the correct time, occasionally unforeseen circumstances can arise in school which may result in the medication being administered late or not at all.

Contact Details:

Name: Daytime phone number: .

Address:

Relationship to child:

Signed: .

**Notes to Parents:**

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Executive Headteacher or Head of School.
2. This agreement will be reviewed on a termly basis.
3. The Governors and Executive Headteacher reserve the right to withdraw this service.