



# **The John Fisher School Medical Needs Policy**

**Responsible:** Governors' Resources Committee

**Next Review Date:** October 2022

*Nurturing young Catholic gentlemen  
Aspiring for Academic, Cultural & Sporting Excellence*

## **Background**

The John Fisher School is a caring and inclusive school that supports the needs of all students. The school supports the Children and Families Act which states that there is a duty on schools to make arrangements to support its students with medical needs.

## **Admissions**

Students with medical needs who have been offered a place at the School (as per the published admission criteria for the academic year of entry) are entitled to a full education and have the same rights of admission as others who have been offered places. This means that no student with a medical need should be denied admission or prevented from taking up a place because arrangements for their medical need have not been made. However, in line with safeguarding duties, the Governing body will ensure that the health of other students is not put at unnecessary risk from, for example infectious diseases.

## **Procedure to follow to notify the school of a medical need**

Parents/carers have prime responsibility for their son/daughter's health and should share with the school information about their son/daughter's medical condition. This information must be shared with the relevant Key Stage Leader and Year Leader. If a face to face meeting is necessary then a meeting will be set up by the Year Leader so more information can be shared. Parents/carers are responsible for providing the school with any medication needed for their son/daughter and letting the school know of any changes to the prescription or the support needed.

## **Information sharing with staff**

Information regarding a student's medical condition will be shared with all teaching and support staff. This information will be dealt with in a sensitive manner.

## **Record of medical information on the school system**

Students with a medical condition have this information stored on the school's network system, SIMS. This information will be analysed by non-teaching staff for use in the school's tracking systems by Directors of Learning, Subject Leaders, Classroom Teachers, SENCo, the Senior Leadership Team and Governors to ensure that all students with medical conditions make the expected progress.

## **Health Care Plans**

Once the school has been informed that a student has a medical need, advice will be taken from the allocated off site School Nurse to decide if that student requires a health care plan (not all students with a medical need will require an individual health plan). If a health care plan is necessary this is created by the school/parent/carer/student and if possible School Nurse. These health care plans are stored on the schools network system and shared with all staff.

## **Training**

A select group of teaching and support staff are trained in first aid, and the first aid list is shared with all staff and placed in key locations around the school. All staff know how to call the emergency services, and know how to respond when they become aware that a student with a medical condition needs help.

## **Administering of medicines and drugs**

There is no legal duty which requires staff to administer medication. Staff will not administer medicines unless it is an emergency and staff are happy to do so. Students will not be given painkillers, including aspirin and paracetamol, nor will staff give out any other type of medicine. If students wish to take these tablets they must self-administer. Students who self-administer their medicine and drugs should do so in the medical room, which is not always supervised by a member of Student Services but can be if the student speaks to someone at Student Services requesting assistance. Those students who regularly self-administer their medication will have had a meeting with the relevant Year Leader to talk through with the student and parents/carers the necessary arrangements. Students who bring medicines and drugs to school (such as paracetamol) must ensure that these are kept out of sight of other students and are carried safely, and this has been agreed. Students should not share medicine or drugs with other students. Staff who have been trained in delivering EpiPen medication can only administer this if they are happy to do so, and if it is what they believe is an emergency, such as life threatening, or if they have been informed to do so by the emergency services. If parents wish for their son/daughter's short-term medication (such as antibiotics) to be kept at Student Services they should ensure that the medication is clearly labelled and handed in to Student Services. It is the student's responsibility to collect their medication when needed and to self-administer it.

The school does hold a spare epipen and we will only use these in an emergency when the student's own one is not available and parents have signed a consent form or told to do so by the emergency services.

## **Food Allergies**

The school has reviewed the risk from nuts to our staff and students and at this time, a ban is not required.

The school will work closely with the catering team when reviewing the student lunch menu regarding allergen information for all meals and procurement chain compliance. Information provided will continue to reduce the risk to all within the school environment. The catering team will review their procedures as required. For example they will:

- ensure annual refresher training regarding all 14 allergens required by legislation;
- continual review of ingredients for all dishes served;
- publicise all allergen information contained within each dish served;
- ensure all catering staff are aware of those with allergies (this may include photos).

## **School trips/visits**

The School encourages students with medical needs to participate in school trips, wherever safety permits. All staff participating in a trip will be made aware of any medical needs that a student may have. If staff need to know more information for the risk assessment of a trip the Educational Visits Coordinator or Trip Leader will contact the parent/carer for more information. If a student is taken ill during an overnight trip then the parents/carers may need to come and collect them from their location. During work experience students with a medical condition will be encouraged to speak to their employer regarding this. During work experience students will be asked to bring any medical conditions that may affect the student's placement to the attention of the employer and the school as per the parent/carer consent form supplied by the Work experience organiser.

## **P.E and Medical conditions**

Most students with medical conditions can participate in extra-curricular sport or in the PE curriculum due to the flexibility of the PE and games department. For those students who are unable to participate, alternative arrangements will be made with the Year Leader and parents/carers.

## **Storage of medicines and drugs**

The School will store medicines and drugs for those with serious medical needs. It is the parents/carers responsibility to ensure that medicines and drugs supplied are in a container clearly labelled with the name of the student, the name and dose of the drug and the frequency of administration. The medicines and drugs will be kept in a secure location, although the users will be shown the location of their medicines and drugs so they can access them immediately. Medicines requiring refrigeration are kept in the medicines and drugs fridge.

Students who use inhalers are able to carry these with them at all times, although a spare inhaler may be kept with other medication in the secure location, but it must be clearly labelled. Parents/carers are responsible for checking expiry dates of all medicines and drugs kept in school. Parents/carers are also responsible for providing the school with new medication when old medication expires. Some students who have a very serious form of epilepsy are able to carry their own medication with them as long as this is arranged with

the School nurse, Year Leader and it is stored safely away from other students, in this instance the medication should be carried with the student at all times.

## **Attendance**

Directors of Learning monitor closely the attendance of all students including those with medical needs. Students whose attendance is affected by a medical need will have strategies put in place to ensure that they make the expected progress. Consideration will also be given to reintegrating the student back to school after periods of absence. The school may ask for evidence of illness to demonstrate to the Educational Welfare Officer as to why a student is absent.

## **Use of the medical room**

The medical room is used by students who feel unwell or who need to self-administer medicines and drugs. The medical room is not staffed, but students are made aware that if they need to use the medical room then they are to go to Student Services, or find a first aider, who will then be able to help them. Before self-administering in the medical room they must inform a member of Student Support, so the details can be recorded on the medical tracker.

## **Noticing deteriorating health**

All staff are aware that if they notice a deterioration in a student's health they are to report this to one of the Deputy Headteachers immediately or a first aid trained member of staff.

## **Disposal of medicines**

Parents/carers should collect medicines held at school that are of no use anymore or have expired.

## **Eating during lesson time**

Students with diabetes are allowed to eat regularly during the day, which will include lesson time. This information is shared with all staff.

## **When a student needs to attend hospital**

If a student needs to be taken to hospital, a member of staff will accompany them if their parent/carer is unavailable. If time permits, the ambulance staff will be given a copy of the student's data that is held on the Schools MIS system. This will include a copy of their medical needs.

## **Students with asthma**

Students who have asthma are able to carry their own inhaler. Parents/carers are encouraged to write on the data collection forms that their son/daughter suffers with asthma so this can be logged on the necessary MIS systems and medical lists. Spare inhalers for those students that provide us with one can be stored at Student Services, but they must be in a container clearly labelled with the name of the student, the name and dose of the drug and the frequency of administration. It is the student's responsibility not to allow other students to use their inhaler, even if the other person is asthmatic. It is the student's responsibility to keep their inhaler on them at all times, including any school related activity on or off site.

The school does hold spare inhalers and will only use these in an emergency when the student's own one is not available and parent/carer have signed a consent form.