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## **Medical Conditions Policy**

### **Purpose**

St. Patrick's CP School is fully committed to a policy of inclusive education that welcomes and supports students with medical conditions. This policy is designed to support the management of medication and medical care in school and support individual students with medical needs.

### **Additional Authority**

From September 2014 governing bodies have a duty – under the Children and Families Act 2014 – to ensure schools make arrangements for students with medical conditions.

### **Scope**

This policy applies to all visitors and stakeholders.

### **Policy Statement**

St. Patrick's CP School aims to include students with medical conditions, as fully as possible, in all aspects of school life.

### **1. Staff Training**

We understand that administration of any medication is voluntary. However, we always endeavour to ensure we are able to support students with medical conditions.

Staff who volunteer are given appropriate training to support students with medical conditions.

In addition to this we have a number of staff members who are trained in basic first aid.

All staff know what action to take in the event of a medical emergency. This includes:

- a) How to contact emergency services
- b) How to contact a first aid member of staff
- c) How to contact a parent/carer

## **2, Communications Plan**

Our medical conditions policy is supported by a clear communication plan for staff, parents and students

Parents are 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
- Via a central school CPOMS system
- Via the staffroom notice board (staff only)

## **3, Record Keeping**

### a) Enrolment Forms

Parents/carers are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year.

Parents/carers of new students starting at other times during the school year are also asked to provide this information on enrolment forms.

### b) Health Care Plans

At St. Patrick's CP School all students with an identified long term and significant medical condition have a Health Care Plan. The plans are created in partnership with parents and relevant medical bodies/agencies. These plans outline the condition, triggers, symptoms, medication and effective management. Hard copies are given to teaching staff, a central copy is placed on our CPOM system and on the staffroom notice board, as well as a copy stored in a central folder on the computer.

Short-term medical conditions are stored on a central Desk top location and updated regularly. Parental consent for any medication is always obtained and kept in the staff room, for example paracetamol, antibiotics, inhalers, are kept in the school medicine fridge or locked medical cupboard. Any member of staff administering any form of medication must sign the consent form and a second signature is also required with certain medicines when being administered by a member of school staff.

### **Off site visits**

For pupils requiring medication while on a school visit, a named staff member on EVOLVE will be responsible for signing out the medication, administering if required during the visit and signing back into school once returned from the visit completing any paper work needed. (Cpoms)

### **C) Risk Assessments**

If a student has a Health Care Plan, they will also have an accompanying risk assessment for activities in school and for any trips out of school. This will be shared with all concerned. All reasonable adjustments will be made to ensure students with a medical condition are included. However, sometimes the risk assessment may conclude that it would be unsafe for a student to take part in a particular activity. All due consideration will be given when undertaking a risk assessment.

## **4. Inclusion in Whole School Activities (including exercise and physical activities)**

At St. Patrick's CP School we are committed to ensuring that the physical environment, social interactions and learning are as accessible as possible for students with medical conditions. This means that medical needs are taken into consideration when planning school visits, involvement in school activities including physical exercise.

Please note that reasonable adjustments will be made where possible and that students don't have to take part in activities if they feel unwell.

## **5, Monitoring and review**

This policy will be monitored and reviewed annually by the SENCo and every three years by the Governing body

Signed: L Brown, Headteacher

Signed: N McCullouch (Chair of Governors)

Date ratified by Governing Body : 3 November 2016

Date to be reviewed : November 2017