



## Medical Policy December 2021

### Our Mission Statement

#### *Growing Stronger Together in God's Love*

*Luke 1:37 For with God, nothing shall be impossible*

Together we **grow stronger**, believing that with God nothing is impossible. This extends across all we do; academically, spiritually and emotionally. By the end of their journey, we want our children to be respectful, resilient role-models, having a self-belief in themselves and abilities, ready to go from strength to strength and be truly ready for the next step in their learning journey. This is brought together through our core values of koinonia, compassion and love.

*Proverbs 22:6 Start children off the way they should go.*

Here at All Saints', we believe that starting children off the way they should go starts here. In our **school community**, we are proud of our All Saints' family feel. **The** central element of being a family, the true meaning of *koinonia*, is interdependence and at All Saints', every one of us is needed and valued and each person is important to the whole.

*Ephesians 4:32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

At All Saints' we look for *compassion* within ourselves so we care for others and help them. For **ourselves**, we try to be **honest** about our mistakes so we can change and improve. We accept that sometimes mistakes can be made and that these mistakes need to be forgiven. Forgiveness was at the heart of everything Jesus did and is at the heart of the Lord's Prayer, which we say daily.

*1 John 4:19-21 We love because he loved us first.*

We understand the love of God is boundless. The love within our school is one of family and friendship. We believe friendship enables each child to grow and ensures that the unique individuality of each person is recognised, allowing them to flourish.

In our **Worship**, we thank God for his *love*; he is the One who created love. It is because of His love that we are able to love each other.

All Saints' CE Primary School is fully committed to ensuring that children with medical conditions are supported so that, as far as possible, they can play a full and active role in school life. In order to do this, staff work closely with parents and medical practitioners to meet each child's individual needs.

We follow the Department for Education Statutory Guidance '**Supporting Pupils with Medical Conditions**' and use their recommended templates for our forms and care plans. In addition, we use the Asthma Plan devised by Asthma UK and recommended by the school nursing service. (see appendix for documents)

Healthcare plans are drawn up in partnership between the school, the parents and a relevant healthcare professional when required.

The purpose of this policy is to supplement the Statutory Guidance by clarifying the school procedures and the roles and responsibilities of those involved.

**Parents are responsible for:**

- Initiating the Healthcare plan or asthma plan process when there is a new diagnosis.
- Arranging for medical input to the plan through their specialist nurse, GP or school nurse.
- Supplying medication and equipment to the school and replacing it as necessary.
- Completing our medication form to give consent for medicines to be administered in school.
- Ensuring that the school has up to date contact details for at least two family members.
- Initiating a review of the Healthcare plan when their child's needs or medication change.

**Class teachers, with the support of Learning Support Assistants, are responsible for:**

- Keeping each child's medication and Healthcare plan (and any additional information) in a secure area in their class.
- Following the written instructions for use of pumps/epipens etc.
- Administering medication (or supervising child administration of pump) and recording the date, and time given.
- Taking the medical box/bag whenever they take children off site (including the other school site, swimming pool and all school visits so that medication is always readily available.
- Ensuring other staff or volunteers working with their class are aware of the children with health concerns and any emergency action they may need to take. Relevant information to be included in supply folders.
- Directing parents to the appropriate staff (office: Denny Piper/Connie Stewart or SENCO: Abi Wilkinson) if they bring medication to school or report that their child has a new diagnosis or a change in needs or medication.

- Alerting the parent and named office staff member if any medications are running out, out of date, missing or damaged.
- Completing risk assessments for school visits in consultation with nominated office staff. (Pat Stewart.)

**Named office staff (Denny Piper, Connie Stewart) are responsible for:**

- Receiving medication from parents and ensuring they complete the medicine form correctly.
- Checking the expiry date on the medication before it is accepted.
- Administering prescribed medication, such as antibiotics (or supervising child administration of pump) and recording the date, and time given.
- Arranging annual epipen training for staff.

**SENCO: Abi Wilkinson is responsible for:**

- Writing new or revised Healthcare plans, making sure that the information is clearly written for staff to follow and is reasonable for them to implement.
- Contacting parents to review Healthcare plans when informed by parents or staff that changes are needed.
- Arranging any whole school or specific training (other than epipen) needed to implement each Healthcare plan with relevant staff.
- Informing all staff of a child's health needs and the key action to be taken in an emergency.
- Updating the health alert posters and ensuring they are accessible to staff on both sites.
- Following up on any medical incidents or concerns raised by parents or staff.
- Updating the Medical Policy annually.

**Deputy Head Teacher: Hannah Clarke is responsible for:**

- Arranging for cover when key trained staff are absent.

**Head Teacher: Angela Filsell is responsible for:**

- Monitoring and overview of the policy.
- Re-allocation of roles as necessary.
- Arranging whole staff awareness training.
- Ensuring that staff are supported in their role and their training needs assessed.
- Induction of new staff into the policy and procedures.

**Governors are responsible for:**

- Agreeing the policy.
- Ensuring that arrangements are in place to support pupils adequately.
- Ensuring that staff are appropriately trained and confident.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

This policy is due to be reviewed in Autumn term 2022