



We *place our children at the heart of all we do*,
inspired by the love, life and teachings of Jesus.

"I am the way, the truth and the life."
(John 14:6)

Nurture, Prepare, Support, Enable

Policy for the Support of Pupils with Medical and Mental Health Needs

St Mary's Catholic Primary School recognises that it has a responsibility to support pupils with medical and mental health needs.

Medical Needs

St Mary's Catholic Primary School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/sup-porting-pupils-at-school-with-medical-conditions.pdf)

Responsible Person

The Head Teacher or delegated named person is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in St Mary's

Medicines will only be administered at St Mary's when it would be detrimental to a pupil's health not to do so. The school will store and dispense medication to pupil's as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication.

Medication brought into school must be clearly labelled with the pupil's name, dosage, method of administration, be in-date and will be available to identified pupils at all times of the school day as per instructions completed by the parents.

If the parents wish the school to administer medication they must complete the request form which includes the pupil's details, condition or illness, the name of the medication and dates

to be dispensed. Full directions include dosage and method, timing, special precautions and side effects (if any) and the procedures to take in an emergency are indicated along with parent contact details and a signature.

This is kept in the Medication Administered in School File, which is kept in the First Aid Room.

All medicines are sent home at the end of the 'request to administer' period and at the end of the school year.

Anaphylaxis

Allergy Action Plans are produced by the hospital consultant for those children who suffer from anaphylaxis and may need to be given Piriton and/or EpiPen in the event of a reaction. The parents also complete a St Mary's Allergy Care Plan (see appendix 1) which includes information such as contact details, triggers causing a reaction, what reaction is likely to occur and the treatment their child should receive in the event of anaphylaxis.

These care plans are updated yearly and parents undertake to inform the school of any changes to the child's health.

A central register is kept in the First Aid Room of all pupils suffering from allergy in the school.

Self-Management of Medication

The only medication that pupil's will be allowed to self-manage will be those who are diagnosed asthmatic or who have been prescribed a Salbutamol inhaler as a reliever medication.

Parents will have notified the school that their child needs to have an inhaler and they will have completed the St Mary's School Asthma Care Plan (See appendix 2). This includes information such as contact details, triggers causing a reaction, the treatment their child should receive and any special considerations.

Parents undertake to inform the school of any changes to the child's health and confirm whether their child

- can take responsibility for their own inhaler which they will bring daily into school
- is not able to be responsible for their own inhaler in which case parents will send one to be kept in school and ask staff to assist in its administration
- that their child's inhaler is named and that they understand it is their responsibility to ensure that it is in date and replaced when expired
- or that they don't feel the need for their child to bring their inhaler into school

The school asthma care plans are updated yearly and a record is kept of all pupils who are asthmatic or who suffer with allergies.

In severe cases, the hospital consultant will provide a more in depth care plan. Details of pupils who suffer from severe asthma are kept in the office near to the phone, in case of an emergency.

St Mary's School does not hold an emergency asthma kit but does encourage those who regularly use their inhalers to keep a spare in school and monitor expiry dates. These are kept in a secure place within classrooms and are not accessible to the children.

Each Class will hold a file with a list of children who are asthmatic. This will include copies of their care plans, a quick-check expiry of inhalers sheet and a standard letter to go home to remind parents of expiry dates 1 month before end. This will also include anaphylaxis care plans and epiPen details including expiry dates.

Storage of Medicine

Medicines will be securely stored in the lockable medicine cabinet or lockable box in the fridge, which is located in the First Aid Room.

All medicines are accompanied by a completed 'Request for School to Administer Medication' (see appendix 3), which is signed by the parents and kept in the Medication Administered in School File kept in the First Aid room.

Any medicine given out or administered must be recorded on the back of the 'Request for School to Administer Medication' sheet. Details noted will be the date, name of pupil, time, name of medication, dose given, any reactions and then signature and printed name of the person responsible.

These forms will require a signature from the parent at the end of each day to eliminate the risk of possible overdose. Similarly, medicines that are administered on an 'as need' basis will need to have a copy of the record and parents must sign the original sheet at the end of the day to confirm that they have been told about the time medicines were given to prevent risk of possible overdose.

Epipens are kept in a secure location within the class relevant to the pupil with a second Epipen in a named box in the first aid room.

Medicines can only be given out by named staff members.

Pupils will always be accompanied and will not to be left unsupervised in the First Aid room.

Facilities for Medical Procedures

A First Aid room has been provided for medications and medical treatments to be administered.

Training

The Head Teacher or delegated named person will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils with medical needs.

They will ensure a record of all medical needs training is kept up to date (See appendix 4).

Sharing of Information

The Head Teacher or delegated named person will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate: -

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

Individual Healthcare Plans

The Head Teacher or delegated named person will work with healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by St Mary's School, the healthcare professional or the parents/carers.

Healthcare plans may originate from the specialist consultant involved in the child's care and these may need to involve the school nurse to prompt yearly renewal specifically in the case of diabetes, epilepsy or anaphylaxis.

The needs of pupils with specific medical conditions which require specialist and intimate care, as well as adjustments to the fabric of the building are covered by St Mary's School Disability Access Plan, the Intimate Care Policy and within Individual Health Care Plans as they are specific to the needs of the individual child.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any pupil where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice the Head Teacher or delegated named person will ensure that:

- Pupils have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the pupil and consider the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical needs are able to stay in school for normal activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the pupil becomes ill; ensure that he/she is accompanied to the First Aid room by an appropriate person and the appropriate people contacted.
- Pupils with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a pupil's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school so long as a request to administer medication form is completed.
- Every effort is made to ensure that pupils with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the Head Teacher or delegated named person if they are concerned or dissatisfied in any way with the support provided by St Mary's Catholic Primary School for a pupil with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure which can be found on the school's website at

<http://www.st-marys-fal.cornwall.sch.uk>

Mental Health Concerns

St Mary's Catholic Primary School uses guidance from the following sources to support this policy on mental health and wellbeing.

Public Health England and the Children and Young People's Mental Health Coalition – Promoting children and young people's emotional health and wellbeing – A whole school and college approach – March 2015 www.gov.uk/phe

Mental health and behaviour in schools – March 2016

www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2

Counselling in Schools: a blue print for the future –February 2016

www.gov.uk/government/publications/counselling-in-schools

Future in mind - promoting, protecting and improving our children and young people's mental health and wellbeing – October 2012

[www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens Mental Health.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf)

NICE guidance on social and emotional wellbeing in primary education. - September 2016

<https://pathways.nice.org.uk/pathways/social-and-emotional-wellbeing-for-children-and-young-people#path=view%3A/pathways/social-and-emotional-wellbeing-for-children-and-young-people/social-and-emotional-wellbeing-in-primary-education.xml&content=view-index>

St Mary's Catholic Primary School is aware that there could be pupils with mental health issues within the school and families for whom mental health is a significant problem.

Mental health and wellbeing is a term which covers a wide range of difficulties/situations faced by children and their families and include:

- Learning difficulties
- Emotional trauma
- Autism
- Attachment Disorder
- Attention Deficit Disorder
- Depression
- Anxiety
- Bipolar Disorder
- Obsessive Compulsive Disorder
- Bereavement
- Speech and Language Difficulties
- Low Self Esteem
- Poor resilience
- Gender Identity concerns
- Family break down
- Domestic Violence

All these conditions and situations, and many more, have a devastating impact upon the overall wellbeing of children in school, either directly or indirectly and they also impact upon their educational success. The Department for Education recognises that schools have a key role to play in supporting pupils to have resilience and to be mentally healthy.

Schools have a duty to promote the wellbeing of the pupils in their care.

St Mary's Catholic Primary School recognises the eight key principles outlined in government advice in promoting good emotional health and wellbeing:

- Good leadership and management which sees this as a whole school issue and recognises its importance for both pupils and staff
- An ethos and environment which promotes respect and values diversity
- Curriculum teaching and learning which promotes and supports resilience and social and emotional learning
- Recognition of the power of the pupil voice in influencing decisions
- Staff development and training which supports personal wellbeing as well as that of pupils
- Effective identification and recognition of need
- Targeted and effective support
- Close working with parents and carers

At this school, the following is in place to ensure that these principles underpin practice:

- Training:
- Identification Processes
 - ❖ TIS assessment to identify children in need.
 - ❖ Referral to TIS by class teachers for those children causing concern and those who have significant life events that have taken place or for which they are dealing with on a day-to-day basis.
- Interventions:

Strategy	Delivered by
TIS	Sue Marshall
Mental Health Lead	Sarah Shailes
Dreadnoughts	Referral
Penhaligon Friends	Various Councillors
Bishops Forum Adventure Centre	Various Councillors
	Various Councillors

- Professional advice

Professional Service
School Nurse Educational Psychologist
Physiotherapy Occupational Therapy
Visual Impairment
Play Therapist
Speech and Language Therapy
The Park Children's Centre

Sensory processing support- WRAPS
Early Support Lead through the Early Help Hub
Educational Psychologist
CAMHS

- Personal, Social, Health and Emotional Development

Curriculum resources used to support PHSED
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TISUK Sensory Room Time to Talk Socially Speaking Emotion coaching/ Lego therapy Childline/ Antibullying Early Help Hub
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Other available resource links:

www.pshe-association.org.uk

www.youngminds.org.uk

www.cornwallhealthyschools.org.uk

Evaluation:

The effectiveness of this policy is monitored by the Safeguarding Governor (Bob Kiszczuk) to ensure that it:

- Continues to effectively meet the needs of the pupils, staff and wider stakeholders of St Mary's Catholic Primary School
- Responds to any issues that have arisen which may impact upon the ability of St Mary's Catholic Primary School to follow the principles of the policy
- Meets the needs of legislation and it changes and requires amendments to policy and procedures
- Meets the very particular needs of pupils and staff joining the school whose condition requires them to be recognised within the parameters of this policy.
- This policy is reviewed annually by the governors to ensure that it meets the needs of St Mary's Catholic Primary School

Appendix 1

St Mary's Catholic Primary School Asthma Care Plan

Appendix 2

St Mary's Catholic Primary School Allergy Care Plan

Appendix 3

St Mary's Catholic Primary School Request for school to administer medicines

**SCHOOL CARE PLAN for Allergy or hayfever**

Please fill in this form giving us as much detail as you can, with particular information regarding triggers and consequent reactions.

This information will enable us to decide on the best course of action should a situation arise. It is therefore, very important that this record is updated should any symptoms or treatment change and we will be asking for this information yearly.

NAME OF CHILD _____ **DOB** _____

CLASS _____

**FIRST CONTACT
NAME** _____

RELATIONSHIP _____

ADDRESS _____

**SECOND CONTACT
NAME** _____

RELATIONSHIP _____

ADDRESS _____

TELEPHONE

HOME _____

WORK _____

MOBILE _____

TELEPHONE

HOME _____

WORK _____

MOBILE _____

G.P.'S NAME _____ **TELEPHONE** _____

My son/daughter suffers from allergy or hayfever (please circle to indicate which)

What triggers cause the symptoms of allergy or hayfever?

In the event of a reaction, the following will happen.

What treatment should your child receive if a reaction occurs?

Are there any special considerations ie before/during P.E?

I undertake to inform the school immediately, if my child's symptoms or treatment changes.

Signed _____ Date _____

Print Name _____



SCHOOL ASTHMA CARE PLAN

NAME OF CHILD _____ DOB _____

CLASS _____

FIRST CONTACT

SECOND CONTACT

NAME _____ NAME _____

RELATIONSHIP _____ RELATIONSHIP _____

ADDRESS _____ ADDRESS _____

TELEPHONE

TELEPHONE

HOME _____ HOME _____

WORK _____ WORK _____

MOBILE _____ MOBILE _____

G.P.'S NAME _____ TELEPHONE _____

My son/daughter suffers from asthma.

What triggers cause the symptoms of asthma?

In the event of a reaction, the following will happen.

What treatment should your child receive if a reaction occurs?

Are there any special considerations ie before/during P.E?

I undertake to inform the school immediately, if my child's symptoms or treatment changes.

I confirm that:

- 1. My child is able to take responsibility for the self-administration of his/her inhaler and will bring it daily into school.**

OR

- 2. My child is not able to be responsible for his/her inhaler. I will send one in to be kept in school and ask staff to assist in its administration.**
- 3. My child's inhaler is named and I understand that it is my responsibility to ensure that it is replaced when it is out of date.**
- 4. I don't feel the need for my son/daughter to bring their inhaler into school.**

Signed _____ Date _____

Print Name _____



Appendix 3

Request for School to administer medicines

Medicines will only be administered when a request form has been completed. Doses given will be recorded on the back of this form and a signature from parents will be required at the end of every day to avoid the risk of overdose.

PUPIL DETAILS

Pupil's Name _____

Class _____

Date of Birth _____

Address _____

Postcode _____

Condition or illness _____

MEDICATION

Name/Type of Medication (as described on the container) _____

For how long will your child take this medicine? _____

Dates medication should be administered _____

FULL DIRECTIONS FOR USE

Dosage and method _____

Special precautions (if any) _____

Procedures to take in an Emergency (if applicable) _____

CONTACT DETAILS

Name _____ Relationship to pupil _____

Daytime Telephone Number _____

I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

Signed _____ Relationship to pupil _____

Date _____



Record of Medication Administered in School

Parents must sign at the end of every day during the administration period that they have been informed of the medication and times given during that day to prevent any risk of overdose.

[illegible]

