



St Mark's West Essex Catholic School

Medical Conditions and Intimate Care Policy

Date Reviewed: November 2017

Next Review Date: November 2019

Committee: Curriculum, Pupils and Admissions

The named member of school staff responsible for this Medical Care Policy and its implementation is Mrs Long (Senior Assistant Headteacher).

Our Catholic school is one in which Gospel values inform all aspects of community life.

We are distinguished by the care extended to all our members.

St Mark's Catholic School believes that all pupils have the right to be taught in an environment in which they feel safe and where they will enjoy and achieve.

Members of our school community are treated as individuals who are significant and valued, and who see others as significant and valued. All members of our school community must be treated with respect. Our policy is rooted in the Gospel message of respect for every individual as a unique creation of God.

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the pupil
- To ensure pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their pupil.
- To ensure that pupils with medical conditions are encouraged to take control of their condition.
- To ensure that pupils feel confident in the support they receive from the school to help them do this.
- To include all pupils with medical conditions in all school activities, wherever practicable and safe to do so.
- For all staff to understand the medical conditions that affect pupils at this school and to make all staff feel confident in knowing what to do in an emergency.

Principles

It is essential that every pupil is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the pupil should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the pupil's position. Given the right approach, intimate care can provide opportunities to teach pupil about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

St Mark's understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication and care being taken as directed by healthcare professionals and parents. St Mark's undertakes to try to ensure that all staff understand their duty of care to pupils and young people in the event of an emergency. Staff at the school receive training on the impact medical conditions can have on pupils. This is done on a rotational basis, working through the most common conditions experienced in schools.

Definitions

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Medical conditions are one of the following:

- Short Term Medical Needs - Pupils who require to take medication (or be given it) at school for a short time ie to finish a course of antibiotics or apply a lotion.
- Non-Prescription Medication – Pupils who may on a rare occasion require over the counter medication ie a pain killer
- Long Term Medical Needs – a medical condition requiring the pupil to be supported with long term medical needs.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed. Staff will always encourage the pupil to attempt undressing and dressing unaided.

Providing comfort or support

Pupils may seek physical comfort from staff. Where a pupil requires physical support, staff need to be aware that physical contact must be kept to a minimum and be pupil initiated. When comforting a pupil or giving reassurance, the member of staff's hands should always be seen and a pupil should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the pupil.

If a pupil touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the pupil, is unacceptable.

Soiling (procedures for those pupils unable to clean/change themselves)

Intimate care for soiling will only be given to a pupil after the parents have given permission for staff to clean and change the pupil (if the pupil is not able to clean/change themselves without help).

If the parents/carers or emergency contact is able to come within a few minutes, the pupil is comforted and kept away from other pupils to preserve dignity until the parent arrives. Pupils are not left on their own whilst waiting for a parent to arrive; an adult will stay with them, giving comfort and reassurance. The pupil will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the pupil. This permission will be sought on each occasion that the pupil soils him/herself.

If the parents and emergency contacts cannot be contacted the Headteacher will be consulted. If put in an impossible situation where the pupil is at risk, staff will act appropriately, and may need to come into some level of physical contact in order to aid the pupil.

When touching a pupil, staff should always be aware of the possibility of invading a pupil's privacy and will respect the pupil's wishes and feelings. If a pupil needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the pupil throughout the process
- The pupil is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the pupil's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the pupil

Hygiene

All staff must be familiar with normal precautions for avoiding infection; they must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the pupil, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the pupil a choice in the sequence of care
- Be aware of and responsive to the pupil's reactions

Safeguards for pupils

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to pupil undergo police checks.

All staff at St Mark's are CRB/DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with pupils will be closely supervised throughout a probationary period and will only be allowed unsupervised access to pupils once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers to carry out intimate care procedures, and so this will not occur.

Medical procedures

If it is necessary for a pupil to receive medicine during the school day parents must fill out a permission form from the school reception and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention will be paid to the safe storage, handling and disposal of medicines. The Headteacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Medicines will generally be kept in a secure place, not accessible to pupils but arrangements are in place to ensure that any medication that a pupil might need in an emergency is readily available. This school will keep controlled drugs stored securely, but accessibly, with only named staff having access, the list of named staff being held ----- (e.g. by the Office Manager). Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

St Mark's will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

St Mark's will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual pupil. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Staff will not give medication (prescription or non-prescription) to a pupil without a parent's written consent except in exceptional circumstances ie if not receiving the medication

could potentially be life threatening; and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

Parents are asked if their child has any medical conditions on the Admissions form.

Parents of pupils at St Mark's understand that they should let the school know immediately if their child's needs change.

St Mark's aims to make sure that all staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication/equipment is readily available wherever the pupil is in the school and on off-site activities.

Pupils may carry their emergency medication with them if this is appropriate. Pupils may carry their own medication/equipment if appropriate or they know exactly where to access it. There are limitations to this. It is restricted to Epi-pens and asthma inhalers. Any variation to this would have to be agreed with the school.

Staff from the school will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. The severity of the condition will determine the level of consultation.

St Mark's endeavours to ensure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional or the parent.

St Mark's understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

Staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The school will not penalise pupils for their attendance if their absences relate to their medical condition.