



Policy	Medical Conditions (including Asthma)
Responsibility of	Governing Body
Reviewed by	GH
This Review Date	July 2019
Next Review Due	July 2022
Ratified by Governing Body on	2.7.19

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.

Woolenwick Junior School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Woolenwick Junior School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

This will be achieved by:

- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- Our School aims to include all pupils with medical conditions in all school activities where possible.
- Our School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- Woolenwick Junior School understands that certain medical conditions are serious and can be potentially life-threatening.

1. The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation

Parents are informed about the medical conditions policy:

- On entry into the school
- When their child starts as a new pupil
- Via the school's website, where it is available all year round
- School staff are informed and reminded about the medical policy
- Via online school medical register
- At relevant meetings
- At scheduled medical conditions training
- Via Staff Handbook and Induction Pack

3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- First Aid trained staff are aware of the most common serious medical conditions at this school.
- Staff at Woolenwick Junior School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Walkie-Talkies are used with any outdoor learning.
- First Aid kit and any key medication required is taken outdoors for any outdoor learning, such as an epipen.
- First Aid trained staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed on the staff room and office.

See appendix 1 – form A

See appendix 1 – form B

See appendix 1 – form C

See appendix 1 – form D

4. All staff understand the school's general emergency procedures

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

- How to contact emergency services and what information to give to contact a first aid member of staff.
- First Aid Training takes place every three years or where and when relevant for members of staff.
- Action to take in a general medical emergency is displayed in prominent locations for staff in the staff room and the office.
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or the school will ask the parents to meet the ambulance and staff member at A&E.
- Staff should not take pupils to hospital in their own car.
- A mobile can be used near the patient to enable clear feedback from the First Aider to stop the First Aider leaving the casualty and speed up the relay of information.

5. The school has clear guidance on the administration of emergency medication at school

- All pupils at this school with medical conditions have easy access to their emergency medication with a spare being kept in the school office if possible.
- Pupils know where their medication is stored and how to access it appropriate to age.

Administration-general

- All use of medication(s) are defined as a controlled drug, even if the pupil can administer the medication themselves or is done under the supervision of a member or members of staff.
- Our school understands the importance of medication being taken as prescribed. Only prescribed medicines can be given along with 'Nurofen' and 'Calpol'. Other medications for conditions such as Hay Fever should be given before school. If these medications are required during the school day a parent will be called into school to administer unless express permission is granted by the Headteacher.

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted or are willing to do so.
- The staff in the school office are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written (or telephone) consent of the pupil's parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents at Woolenwick Junior School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

6. Woolenwick Junior School has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

- Emergency medication is readily available to pupils who require it at all times in Classrooms or with Midday Supervisor's during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the school office.

Safe storage – non emergency medication

- All non-emergency medication is kept in a safe place in the school or a lockable cupboard in the school office. Pupils with medical conditions know where their medication is stored.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- The Office Manager ensures the correct storage of medication at school.
- Each term a member of SLT checks the expiry dates for all medication stored at school. This information is fed back to the Health and Safety via site walk and visits.
- The Office Staff along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This medication will not be accepted unless the medication **is clearly labelled**. Some medication at Woolenwick Junior School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year or where appropriate.

Safe disposal

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.

- The office staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year (termly).
- Any used gloves and dressings etc are placed in yellow bags and removed from site by Ambulance team or appropriate contracted disposal company.

7. Woolenwick Junior School has clear guidance about record keeping

Enrolment forms

Parents at Woolenwick Junior School are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Woolenwick Junior School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the School Office and class teachers have a copy. The SEND leader will also keep a copy.

A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition.

This is sent:

- At the start of the school year;
- At enrolment;
- When a diagnosis is first communicated to the school;
- Parents are regularly reminded to inform the school office if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

Healthcare plans are used to create a centralised register of pupils with medical needs. The School Office Manager has responsibility for this register at Woolenwick Junior School.

8. Woolenwick Junior School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions.

Physical environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

- The school understands the importance of all pupils taking part in sports, games and activities.
- Woolenwick Junior School ensures classroom teachers, PE and other staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

- Woolenwick Junior School ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

- Woolenwick Junior School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- Staff are aware of the potential pupils with medical conditions who have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their learning are referred to the SEND leader. The school's SEND leader consults with the pupils and parents. Parents ensure that the effect of the pupil's condition on their schoolwork is properly considered.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure this policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Employer

Woolenwick Junior School's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

Woolenwick Junior School's Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs leaders, pastoral support/welfare officers, support assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure the policy is implemented.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new staff members know the medical conditions policy.

All school staff

All staff at Woolenwick Junior School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.

- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs leader if a pupil is falling behind with their work because of their condition.

School nurse

Woolenwick Junior School expects the County School Nurse to:

- Support the update of the schools medical conditions policy.
- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs leader

The School SEN leader at this school has a responsibility to:

- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Contact ESTMA (Education Support Team for Medical Absence) if attendance falls below 50% due to a medical condition.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.

- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a pupil at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires whilst taking part in visits or outings and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

ASTHMA AWARENESS FOR SCHOOL STAFF

What to do in an asthma attack

- Keep calm.
- Encourage the pupil to sit up and slightly forward.
- Make sure the pupil takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the pupil.
- Ring to ask for a first aider to come to the pupil.

If there is no immediate improvement

- Continue to make sure the pupil takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

Call 999 or a doctor urgently if:

- The pupil's symptoms do not improve in 5–10 minutes.
- The pupil is too breathless or exhausted to talk.
- The pupil's lips are blue.
- You are in doubt.

Ensure the pupil takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

If an ambulance is called, then the SIMS information will be accessible and ready for ambulance crew on arrival.

This will give name, age, next of kin information.

Common signs of an asthma attack are:

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling tight in the chest as a tummy ache.

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school.
- When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

Important things to remember in an asthma attack

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- Send another member of staff/pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff will accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

The term pupil has been used but the same procedures would be applied should an adult experience any of the systems described in this appendix.

EPILEPSY AWARENESS FOR SCHOOL STAFF

Complex partial seizures

Common symptoms

- The pupil is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

Ring the office and ask for a first aider to come to the pupil and to call 999 for an ambulance if...

- You know it is the pupil's first seizure
- The seizure continues for more than five minutes
- The pupil is injured during the seizure
- You believe the pupil needs urgent medical attention

Do...

- Guide the pupil from danger
- Stay with the pupil until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the pupil
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the pupil is aware of what is happening, or what has happened
- Give the pupil anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

Tonic-clonic seizures

Common symptoms:

- the pupil goes stiff,
- loss of consciousness
- falls to the floor

Do...

- Protect the pupil from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the pupil in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the pupil's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call 999 for an ambulance if...

- You know it is the pupil's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the pupil regaining consciousness between seizures
- The pupil is injured
- You believe the pupil needs urgent medical treatment

If an ambulance is called the SIMS information will be accessible and ready for the ambulance crew on arrival.

This will give name, age, next of kin information.

The term pupil has been used but the same procedures would be applied should an adult experience any of the systems described in this appendix.

ANAPHYLAXIS AWARENESS FOR STAFF

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

Runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

Wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

- Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.
- Eczema -cracked, dry, weepy or broken skin. Red cheeks.
- Angiodema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:

- These could include any of the above together with:
- Difficulty in swallowing or speaking.
- Difficulty in breathing -severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

Treatment

- Ask for the first aider to come to pupil.
- Send a member of staff to collect the epipen if it is not with the pupil and ask office staff to ring for an ambulance and inform parents.
- If pupil is conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.
- If pupil is conscious and alert, ask them to self-administer their epipen (age dependent). If the pupil is unconscious a trained member of staff will administer the epipen. Record time of administration.
- If no improvement within 5 minutes then 2nd epipen to be administered.
- Keep used epipens and give to paramedics when they arrive.
- If an ambulance is called the SIMS information will be accessible and ready for the ambulance crew on arrival.
- This will give name, age, next of kin information.

The term pupil has been used but the same procedures would be applied should an adult experience any of the systems described in this appendix.

DIABETES AWARENESS AND TREATMENT FOR STAFF

What is it?

- Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.
- There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).
- Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:

Hypoglycaemia:

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

Hyperglycaemia:

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

First aid aims

Hypoglycaemia:

- Raise blood sugar level as quickly as possible
- Monitor
- Get casualty to hospital, if necessary or phone 999

Hyperglycaemia:

- Get casualty to hospital as soon as possible or phone 999

Treatment

Hypoglycaemia:

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's an improvement, offer more to eat or drink. Help the casualty/Staff to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.
- If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance.

Hyperglycaemia:

Call 999 immediately

Further actions

- If the casualty loses consciousness
- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation
- If an ambulance is called the SIMS information will be accessible and ready for the ambulance crew on arrival.
- This will give name, age, next of kin information.

The term pupil has been used but the same procedures would be applied should an adult experience any of the systems described in this appendix.