



The Northumberland Church of England Academy

The Academy Supporting Students with Medical Conditions Policy

Responsibility:	Chief Operating Officer
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Review:	Annually
Approved by Governors:	Yes
Statutory requirement:	YES



The Northumberland Church of England Academy

Supporting Students with Medical Conditions Policy

1. Links to Mission, Aims and Values

Inspiring Achievement – Encouraging Compassion

1.1 The Northumberland Church of England Academy seeks to inculcate a culture of learning, success, high expectations, aspiration, challenge and inclusion in all aspects of Academy life and through that to encourage life-long aspiration. This is reflected through the curriculum, the leadership and daily practices of pupils and staff, aspiring to be compassionate global citizens with a sense of community and social responsibility.

1.2 Values Statement

Let your light so shine...’ [Matthew 5:16]

The Northumberland Church of England Academy strives to:

- Provide a distinctively Christian inclusive and diverse learning environment which honours God. Every learner, adult and child, is enabled, nurtured and challenged to be the best they can be.
- Encourage staff and pupils to aspire to fullness of life [John 10:10] that they may achieve their full potential.
- Promote the spiritual, moral, social, cultural, personal and physical development of individuals within a Christian framework.
- Sustain a community in which everyone is respected and valued.

In so doing we hope to enable all within our extended community to **let their LIGHT shine** and to ensure that the NCEA’s values of **LOVE, INCLUSIVITY, GOODNESS, HOPE** and **TRUTH**, are well served by all the work we do.

1.3 This policy, and its associated procedures and protocols, is based on these key principles.

2 Policy statement

Northumberland Church of England Academy, in accordance with the Equality Act 2010, is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- All Academy 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.
- The Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.
- The Academy understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this Academy.
- This Academy allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP) (Appendix A).

3. Guidelines

3.1 This Academy is an inclusive community that aims to support and welcome pupils with medical conditions

- This Academy understands that it has a responsibility to make the Academy welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- This Academy aims to provide all children with all medical conditions the same opportunities as others at the Academy. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.
- Pupils with medical conditions are encouraged to take control of their condition.
- This Academy aims to include all pupils with medical conditions in all Academy activities.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this Academy.
- This Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- This Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- The whole Academy designated person is the Executive Director.

3.2 The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation

- Parent/carers are informed about the medical conditions policy by including a policy statement in the Academy's prospectus and signposting access to the policy and via the Academy's website, where it is available all year round
- Academy staff are informed and regularly reminded about the Academy's medical conditions policy through the staff handbook, staff meetings, accessing the Academy's intranet and through scheduled medical conditions updates
- Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

3.3 Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this Academy

- Relevant staff at this Academy are aware of the most common serious medical conditions at this Academy.
- Staff at this Academy understand their duty of care to pupils both during, and at either side of the Academy day in the event of an emergency. In an emergency situation, Academy staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix A)
- The action required for staff to take in an emergency for the common serious conditions (Appendix B) at this Academy is displayed in prominent locations for all staff including kitchens, receptions, staff rooms, and electronically.
- This Academy uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- This Academy has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the

information on it is communicated) to the hospital as soon as possible.

- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This Academy will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the Academy's senior management and/or the Academy's critical incidents team.
- Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, PE department and food preparation rooms.
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or the Academy will ask parent to meet ambulance at casualty.

3.4 The Academy has clear guidance on the administration of medication at school

3.41 Administration - emergency medication

- This Academy will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**.
- This Academy will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

3.42 Administration - general

- All pupils are encouraged to carry and administer their own emergency medication i.e. inhalers, epipens and insulin with a spare being kept in the First Aid room or Admin office.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- This Academy understands the importance of medication being taken as prescribed. All use of medication is done under the appropriate supervision of a member of staff at this Academy unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
- 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 to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Many other members of staff 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 medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (see Medical Treatment of Learners Policy)
- This Academy will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- The school nurse is able to administer medication.
- All Academy staff in this Academy have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- Parents/carers at this Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately. Parents/carers should provide the Academy with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this Academy refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions.
- They will 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.
- If a trained member of staff, who is usually responsible for administering medication, is not available this Academy makes alternative arrangements to provide the service. This is always addressed in the

risk assessment for off-site activities.

- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The Academy will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the Academy's usual disciplinary procedures.

3.5 This Academy has clear guidance on the storage of medication at school

3.51 Safe storage - emergency medication

- Emergency medication is readily available to pupils who require it at all times during the Academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extended Academy services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.
- All students carry their own epipens at all times and a spare kept in First Aid room/admin office.
- Students are reminded to carry their emergency medication with them.

3.52 Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed

3.53 Safe storage - general

- Each campus has an identified member of staff/designated person who ensures the correct storage of medication at each campus.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at the campus each term (i.e. three times a year).
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to the Academy is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for pupils at this Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.
- All medication (including blue inhalers) is sent home with pupils at the end of the Academy term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into the Academy with the appropriate instructions and ensures that the Academy receives this.

3.6 Safe disposal

- Parents/carers at this Academy are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the Academy year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this Academy are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to the campus or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

3.7 This Academy has clear guidance about record keeping for pupils with medical conditions

Enrolment forms

- Parents/carers at this Academy are asked if their child has any medical conditions
- If a pupil has a short-term medical condition that requires medication during Academy hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete. (see Medical Treatment of Learners Policy)

3.8 Individual Health Plans (Appendix A)

This Academy uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required, (see Appendix A). Examples of complex health needs which may generate an Individual Health Plan following discussion with the health practitioners and the Academy include:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication
- mental health problems

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the Academy year; at enrolment; when a diagnosis is first communicated to the Academy; transition discussions; new diagnosis.

It is the parent's responsibility to fill in the Individual Health Plan and return the campus SENDCo. If an Individual Health Plan is not received all Academy staff should follow standard first aid measures in an emergency. The Academy will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the SENDCo or Head of Campus will contact the parents and may convene a meeting or consider safeguarding children procedures if necessary.

The finalised plan will be given to parents/carers, Head of Campus and the SENDCo.

This Academy ensures that a relevant member of Academy staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

Parents are regularly reminded to inform the SENDCo or Head of Campus 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.

3.9 Medical Conditions Information Pathway

Action	By Whom
1. Form sent out by Academy asking parents/carers to identify any medical conditions. Form to be sent out, depending on Academy's usual procedures including: <ul style="list-style-type: none">• Transition discussions• At start of school year• New enrolment (during school year)• New diagnosis informed by parents/carers	Academy
2. Academy collates response and identifies those needing individual health plans	Academy

(information should be input to SIMS and hard copy on file)	
3. SENDCo writes to parents/carers either to review Individual health Plan (IHP) or start a new plan if needed	SENDCo or Head of Campus
4. Parents complete IHP – send to SENDCo or Head of Campus. All contacts to be documented and dated	Parents/carers
5. Academy reviews the IHP, contacts parents if necessary and discusses with Director of Learner Welfare if required. Stored in campus according to policy.	SENDCo or Head of Campus

NOTE

Medical conditions requiring Individual Health Plan for pupils are: diabetes, epilepsy with rescue medication, anaphylaxis, gastroscopy feeds, central line or other long term venous access, tracheotomy, severe asthma that has required a hospital admission within the last 12 months, and others.

Academy Individual Health Plan Register

Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of the Academy staff has responsibility for the register at this Academy. This is the Learner Welfare Administrator. This Academy has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the Academy is updated on the Academy's record system.

The responsible member of Academy staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this Academy are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.

Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Plans

Parents/carers and pupils (where appropriate) at this Academy are provided with a copy of the pupil's current agreed Individual Health Plan.

Individual Health Plans are kept in a secure central location at each campus.

Apart from the central copy, specified members of staff (agreed by the pupil and parents/ carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The Academy must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information. When a member of staff is new to a pupil group, for example due to staff absence, the Academy makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.

This Academy ensures that all staff protect pupils' confidentiality.

This Academy informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during Academy hours or at an Academy activity outside the normal Academy day. This is included on the Individual Health Plan. The information in the Individual Health Plan will remain confidential unless needed in an emergency

Use of Individual Health Plans

Individual Health Plans are used by this Academy to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This Academy uses this information to help reduce the impact of triggers
- ensure this Academy's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (see Medical Treatment of Learners Policy) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Residential Visits

Parents/carers are sent a residential visit form to be completed and returned to the Academy before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during Academy hours (see Educational Visits Policy).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan. All parents/carers of pupils with a medical condition attending an Academy trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (see Educational Visits Policy). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities

Record of Awareness Raising Updates and Training

This Academy holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the Academy and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the Academy request this.

All Academy staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The Academy keeps a register of staff who have had the relevant training, it is the Academy's responsibility to arrange this (see Health and Safety Policy).

This Academy risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

3.10 This Academy ensures that the whole Academy environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- This Academy is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- This Academy aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this Academy is as accessible as possible.
- This Academy's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

- This Academy ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This Academy ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this Academy are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the Academy's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- This Academy understands the importance of all pupils taking part in sports, games and activities.
- This Academy seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This Academy seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This Academy ensures all PE teachers, classroom teachers and Academy sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This Academy seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This Academy ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This Academy ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this Academy are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.
- Pupils at this Academy learn how to respond to common medical conditions.

Risk Assessments

- Risk assessments are carried out by this Academy prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This Academy considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This Academy considers additional medication and facilities that are normally available at school.
- This Academy carries out risk assessments before pupils start any work experience or off-site educational placement. It is this Academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

3.11 This Academy is aware of the triggers that can make medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing these health and safety risks.

This Academy is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

Academy staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

3.12 Each member of the Academy and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

This Academy works in partnership with all interested and relevant parties including the Academy's governing body, Academy staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this Academy. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in Academy 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
- ensure the Academy's health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and

regularly updated

- ensure that the Academy has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of school activities.

The Executive Director *has a responsibility to:*

- Ensure the Academy is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- Ensure every aspect of the policy is maintained
- Ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings and monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- Report back to governors about implementation of the health and safety and medical conditions policy.
- Ensure through consultation with the governors that the policy is adopted and put into action.
- Ensure the Academy 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, Academy staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the Academy 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 teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

The entire Academy's staff *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 situation call an ambulance and understand the Academy's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the Academy's registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the Academy's Critical Incident Team if there is a need to seek assistance in the event of an emergency.
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on an Academy visit or out of the classroom. Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support. Understand the common medical conditions and the impact these can have on pupils. Ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any

medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

- 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 students in their care have a medical condition.
- Allow all students 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 an Academy 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 have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to 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, in liaison with the SENCO.
- liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition s use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School nurse or healthcare professional has a responsibility to:

- help provide regular updates for Academy staff in managing the most common medical conditions at school at the Academy's request
- provide information about where the Academy can access other specialist training.
- update the Individual Health Plans in liaison with appropriate Academy staff and parents/carers if required

First aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1st aider

Special educational needs coordinators have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Know which pupils have a medical condition and which have special educational needs because of their condition.

Local doctors and specialist healthcare professionals

- Individual doctors and specialist healthcare professionals caring for students who attend this Academy, 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 Academy 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 Academy with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well. Let a member of staff know if another pupil is feeling unwell and 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/carers have a responsibility to:

- tell the Academy if their child has a medical condition or complex health need
- ensure the Academy has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the Academy about the medication their child requires during Academy hours
- inform the Academy/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the Academy about any changes to their child's medication, what they take, when, and how much
- inform the Academy of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name and ensure that the Academy has full emergency contact details for them
- provide the Academy with appropriate spare medication labelled with their child's name
- ensure that their child's 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
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

3.13 The medical conditions policy is regularly reviewed evaluated and updated.

This Academy's medical condition policy is reviewed, evaluated and updated in line with the Academy's policy review timeline - every three years, or earlier if necessary.

The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

4. Links to other Academy policies

This policy should read in conjunction with the following related policies:-

- Confidentiality
- Data Protection
- Drugs
- First Aid
- Food Allergy (primary)
- Food Allergy (secondary)
- Health and Safety
- Intimate Care
- Medical Treatment of Learners

- Record Retention Procedure
- Safeguarding and Child Protection
- SEN
- SEN Resource Based Provision: The Centre



Date form completed:	Date for review:
Copies held by:	

Reviewed by:	Date:
Changes to Individual Health Plan Y/N	
Reviewed by:	Date:
Changes to Individual Health Plan Y/N	
Reviewed by:	Date:
Changes to Individual Health Plan Y/N	

1 Learner's Information

Name:	DOB:	Class:
Address:		

2 Contact Information

Contact 1

Name:
Contact numbers: (home) (mobile)
Relationship to child:

Contact 2

Name:
Contact numbers: (home) (mobile)
Relationship to child:

3 GP Information

GP Name:
GP Practice Address:
Contact Number:

Specialist Name & Profession:
Contact Number:

4 Medical condition information

Details of learners medical condition:
Signs and symptoms of this condition:
Triggers/conditions which can make this condition worse for the learner:

5 Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)
During school hours:

In School hours:

Outside school hours:

6 What to do in an emergency

Empty rectangular box for notes or instructions.

7 Regular medication taken during school hours

Medication 1		
Name/type of medication (as described on the container):		
Expiry date of medication:		
Dose:	When it is taken (time of day):	Supervised Self-administration? Y/N Staff member's name who administered/supervised:
Are there any side effects that could affect this learner at school?		
Are there are any contraindications (signs when this medication should not be given)?		

Medication 2		
Name/type of medication (as described on the container):		
Expiry date of medication:		
Dose:	When it is taken (time of day):	Supervised Self-administration? Y/N Staff member's name who administered/supervised:
Are there any side effects that could affect this learner at school?		
Are there are any contraindications (signs when this medication should not be given)?		

Members of staff trained to administer medications for this learner;
Regular medication:
Emergency medication:

--

8 Emergency medication

(please complete even if it is the same as regular medication)

Name/type of medication (as described on the container):	
Describe what signs or symptoms indicate an emergency for this pupil:	
Dose:	Method of administration:
Self-administration: can the pupil administer the medication themselves? (Delete as appropriate) yes / no / yes, with supervision by:	
Are there any contraindications (signs when medication should not be given)?	
Are there any side effects that the Academy needs to know about?	
Is there any other follow-up care necessary?	
Who should be notified? e.g Parents or carers / Specialist / GP or other (please state)	

9 Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):
Are there any side effects that the Academy needs to know about that could affect school activities?

Specialist education arrangements required (e.g. activities to be avoided, special educational needs)
Any specialist arrangements required for off-site activities (please note the Academy will send parents/carers a separate form prior to each residential visit/off-site activity):
Any other information relating to the learner's healthcare in school?

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services).

I understand that I must notify the Academy of any changes in writing.

Signed (Parent/Carer)

Date:

Print name

Healthcare professional agreement

I agree that the information is accurate and up to date.

Signed

Date:

Print name

Job title:

Permission for emergency medication

- I agree that I/my child can be administered my/their medication by a member of staff in an emergency
- I agree that my child **cannot** keep their medication with them and the Academy will make the necessary medication storage arrangements
- I agree that I/my child **can** keep my/their medication with me/them for use when necessary

Name of medication carried by pupil

Signed (Parent)

Date:

Executive Director agreement

It is agreed that (name of child)

- will receive the above listed medication at the above listed time (see part 6).
- will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until either end date of course of medication or until instructed by the pupil's parents/carers.

Signed (Executive Director)

Date:



Asthma awareness for Academy staff

What to do in an asthma attack

- Keep calm.
- Encourage the child or young person to sit up and slightly forward .
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately - preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Ring reception/admin office and ask for a first aider to come to the student.

If there is no immediate improvement

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

Call 999 or a doctor urgently if:

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

Ensure the child or young person 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.

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 Academy 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 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 should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

Epilepsy awareness for Academy staff

Complex partial seizures

Common symptoms

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

Ring reception/admin office and ask for a first aider to come to the student

Call 999 for an ambulance if...

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

Do...

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

Don't...

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person 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 person goes stiff,
- loss of consciousness
- falls to the floor

Do...

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

Don't...

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

Anaphylaxis awareness for staff

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.

Angiodema - painful swelling of the deep layers of the skin. Red cheeks.

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

Ring reception/admin office and ask for first aider to come to student

Send a student or member of staff to First Aid room/admin office to collect 2nd epipen and to ask them to ring for an ambulance and parents.

If student conscious keep them in an upright position to aid breathing. If, unconscious then place in recovery position.

If student is conscious and alert ask them to self administer their epipen. If the student is unconscious, then the trained member of staff to administer epipen as per training. Record the time of giving.

If no improvement within 5 minutes, then 2nd epipen to be administered. Keep used epipens and give to paramedics when they arrive.

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
- Get casualty to hospital, if necessary

Hyperglycaemia:

- Get casualty to hospital as soon as possible

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 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



Further advice and resources

The Anaphylaxis Campaign

PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Long-Term Conditions Alliance

202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

National Children's Bureau

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk

Epilepsy Action

New Anstey House Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk