

# HORSPATH SCHOOL MEDICAL POLICY

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

- a. Horspath 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.
- b. We aim to provide all children with all medical conditions the same opportunities as their peers at our school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- c. Pupils with medical conditions are encouraged to take control of their condition.
- d. Pupils feel confident in the support they receive from the school to help them do this.
- e. Horspath School aims to include all pupils with medical conditions in all school activities.
- f. We ensure all staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- g. Horspath School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

## **2. The medical conditions policy is supported by clear communication plan for staff, parents and students to ensure its full implementation**

- a. Parents are informed about the medical conditions policy:
  - In the school newsletter at intervals in the school year
  - When their child is enrolled as a new pupil
  - Via the school's website, where it is available all year round
- b. School staff are informed and reminded about the medical policy
  - At scheduled medical conditions training
  - It is displayed on the staff noticeboard alongside highlighted pupils.

## **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**

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. Staff at Horspath 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.
- c. First Aid trained staff who work with groups of pupils at our school know what to do in an emergency for the pupils in their care with medical conditions.
- d. Training is refreshed for all staff every three years (Emergency First Aid at Work) At least two of our staff attend the extended paediatric first aider course.

- e. Action for staff to take in an emergency for asthma, epilepsy and anaphylaxis is displayed in the Office, staff room and food preparation rooms.
  - See appendix 1 – form 1
  - See appendix 1 – form 2
  - See appendix 1 – form 3

If a pupil is admitted with a medical condition not listed above the school will seek the advice of the school nurse team.

#### **4. All staff understand emergency procedures**

- a. All staff know what action to take in the event of a medical emergency. This includes:
  - How to contact parents and emergency services and what information to give
  - To contact a first aid member of staff if an injury is more than superficial.
- b. Training is refreshed for all staff every 3 years.
- c. Action to take for specific known conditions are displayed in prominent locations for staff, Office, staff room, food preparation rooms and in their teachers table top class information file
- d. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.
- e. Staff should not take pupils to hospital in their own car.

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

- a. Only medicines that are prescribed by a doctor and the parent has signed the consent form can be administered at school. Consent forms can be obtained from the school administrator or from the school website.
- b. The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times a day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.
- c. Non-prescribed medicines such as calpol, cough lozenges etc will not be administered by first aid staff and should not be brought into school.
- d. When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the office cupboard.
- e. Our Qualified First Aiders, who will administer medication, are listed at the end of this document.

#### **Administration-general**

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of one of the school's first aiders.
- b. Horspath School understands the importance of medication being taken as prescribed and will ensure instructions are adhered to following the written consent form from the pupils parent.
- c. 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.
- d. Parents at Horspath 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.

- e. All forms must be checked by the first aid administrator on a regular basis to ensure accuracy of information and expiry dates of medicines.
- f. 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. Additional travel pack first aid kits are held in class teachers desks. Medicines are then held and administered by a designated member of staff.

## **6. Horspath School has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication (epipens)**

- a. For safety reasons, all medicines with the exception of children's asthmatic inhalers and Epipens are stored centrally in the main First Aid Cupboard and are handled by adults only.
- b. Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school.
- c. Epipens are stored within the class teachers desk and a second centrally in the school office. In KS1 children with asthma are encouraged to be responsible for their own inhaler and administer their own medication under supervision. Key stage 2 pupils can store and administer their own inhalers.

## **7 . Horspath School ensures that the whole school 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**

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

### **Exercise and physical activity**

- a. This school understands the importance of all pupils taking part in sports, games and activities.
- b. Horspath School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- d. Horspath School ensure that staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

### **Education and learning**

Horspath 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 if needed. See access plan if applicable.

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

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

### **Headteacher**

Horspath 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.
- Ensure the health and safety of staff 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.
- Liaise between interested parties including pupils, school staff, special educational needs coordinator, teaching assistants, the school nurse, 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 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 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.

### **All school staff**

All staff at Horspath 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 students in their care have a medical condition.
- Support 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 inhalers with them have them when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing or at risk of bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

### **Teaching staff**

Teachers at this school have a responsibility to:

- Ensure students 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 coordinator if a student is falling behind with their work because of their condition.

### **School nurse**

The school nurse for Horspath has a responsibility to:

- 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.
- Ensure healthcare plans are completed and reviewed annually.

### **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.
- Check medication held in school annually for expiry dates and dispose of accordingly
- Administer medication to students as prescribed.
- When necessary ensure that an ambulance or other professional medical help is called.

### **Special educational needs coordinator**

The SENco at this school has a responsibility to:

- Help update the school's medical condition policy.
- 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 assessments or activities.

### **Local doctors and specialist healthcare professionals**

Individual doctors and specialist healthcare professionals caring for students 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 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 students 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.
- Know where their medication is in an emergency.
- Ensure a member of staff is called in an emergency situation.

### **Parents\***

The parents of a student 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 while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much by completing the consent form on our website or from our administrator.
- 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 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

### **List of Contacts**

Qualified Paediatric First Aiders:

- Mrs Becky Webb
- Mrs Sue Ackland
- Mrs Kate Walters

SENco:

- Mrs Chrissie Marshall

**Date revised: May 2017**

**Next review: May 2019**

**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.

**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 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 arrives.

**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 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.



**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

**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

**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**

Send a student or member of staff to the office to collect 2<sup>nd</sup> 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.

Trained member of staff to administer epipen as per training. Record time of giving.

If no improvement within 5 minutes then 2<sup>nd</sup> epipen to be administered. Record time of giving.

Keep used epipens and give to paramedics on their arrival.