

Benton Dene Primary School

Medical Conditions Policy



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Benton Dene Primary School

Medical Conditions Policy

As we are an inclusive school, who aim to support and welcome all pupils with medical conditions. All pupils have an entitlement to access a full time curriculum as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions " under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

The school will have regard to the statutory guidance issued and through careful consideration make every effort to comply with it.

1. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation
 - a. Parents are informed about the medical conditions policy:
 - At the start of the school year when communication is sent out about healthcare plans
 - In the school newsletter at various intervals during 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:
 - Via school medical register
 - At scheduled medical conditions training
 - During class hand up meetings

2. First aid trained staff understand and are aware of each pupils' medical needs and are trained in the emergency care for each condition:

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. Staff at Benton Dene Primary 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'.
- c. First Aid training is refreshed at the required dates and monitored.
- d. Action for staff to take in an emergency for asthma/epilepsy/allergies and anaphylaxis/febrile convulsions/seizures and diabetes is displayed in the staff room, the office area and the kitchen
- e. First aid trained staff should remain aware of ongoing changes in each child's medical condition and liaise with all members of staff regarding possible changes in care.

3. Emergency Procedures

- a. 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
- b. Training is refreshed for all first aid staff regularly and in line with statutory expectations.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, the office area and the kitchen.
- 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

4. Enrolment forms

a. Parents at Benton Dene Primary School are asked if their child has any health conditions on the pupil registration form, which is filled on admission to school. Parents of new pupils starting at other times during the year are also asked to provide this information on the admission forms. It is parents responsibility to ensure that these records are kept up to date.

5. Healthcare Plans

a. Benton Dene Primary 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 class teachers records, and they are displayed in the staffroom and also in the school office c/o Gill Smith.

b. 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

c. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is issued for completion.

d. Parents are regularly reminded to inform the school 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.

6. School Medical register

Healthcare plans are used to create a centralised register of pupils with medical needs. The school's lead First Aider collates the register at Benton Dene Primary School.

7. Physical environment

Benton Dene Primary 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

Exercise and physical activity

- a. This school understands the importance of all pupils taking part in sports, games and activities.
- b. Benton Dene Primary School ensures classroom teachers and support staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Teachers and other support staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

Education and learning

- a. Benton Dene Primary 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.
- b. Staff are aware of the potential for pupils with medical conditions to have special educational needs and/or disabilities(SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

9. Roles and Responsibilities

Each member of the school and health community is aware of 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, employers 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.

Employer

Benton Dene Primary 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

Benton Dene Primary 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 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 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.
- Update the schools medical policy.
- Provide the necessary training for staff in managing the most common medical conditions in school.
- Ensure healthcare plans are completed for those with specific on-going medical conditions
- Administer medication to students as prescribed.

All school staff

All staff at Benton Dene Primary 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 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 medication is taken with them when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may 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 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.

SENDCO

The SENDCO 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 exams or coursework.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary ensure that an ambulance or other professional medical help is called.

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 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.
- 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 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.
- 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

Appendix

ALERT! Asthma awareness for school 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.
- Seek the support of a first aider.
- 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 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.

Epilepsy awareness for school 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

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. 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 first aider to come to student
- Send for an epien and and if not trained ask for a trained Epien administrator to attend
- Ring for an ambulance (ensure someone contacts 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 tell them you are going to administer Epien – then administer.
- If student unconscious, trained member of staff to administer epien as per training.

- Record 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

☐ Place them in recovery position

☐ Prepare to give resuscitation