



# Medical Needs

# Policy

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# EBN Trust

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**1. EBN 1 Academy is a wholly inclusive community that aims to support and welcome students with medical conditions.**

- a. The school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- c. Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
- d. The school aims to include all students with medical conditions in all school activities.
- e. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- f. All staff feel confident in knowing what to do in an emergency.
- g. Our 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 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 student induction interview
  - Where a student on roll is diagnosed with a medical condition post enrolment
  - Via the school's website, where it is available all year round
- b. School staff are informed and reminded about the medical policy
  - Via the school's medical register
  - At scheduled medical conditions training

**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 EBN Academy understand their duty of care to students 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 who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for first aiders at least every two years.
- e. Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff room.

**4. All staff understand the school's general 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 or school nurse within student services
- b. Training is refreshed for all staff at least every year as a part of the school's Health and Safety training.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room.
- d. If a student 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 only take students to hospital in their own car where their car insurance allows them to do so.

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

**Administration-emergency medication**

- a. All students at this school with medical conditions have easy access to their emergency medication.
- b. All students are encouraged to carry and administer their own emergency medication i.e inhalers, epipens and insulin with a spare being locked in the school safe..
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

**Administration-general**

- a. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a first aider.
- b. The school understands the importance of medication being taken as prescribed.
- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- d. The school nurse is able to administer medication.

- e. Training is given to all staff members who agree to administer medication to students, where specific training is needed. The EBN Network provides full indemnity.
- f. Parents at The 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.
- g. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

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

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

- a. Emergency medication is readily available to students who require it at all times through the schools on-call system. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the Deputy Heads Office.
- b. All students who require an epipen will carry their own at all times with a spare kept in the Principal's office.
- c. Students are reminded to keep their emergency medication with them.

### **Safe storage – non-emergency medication**

- a. All non-emergency medication is kept in a safe in the **Principal's office**. Students with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

- a. The principal first aider ensures the correct storage of medication at school.
- b. **Three times a year the principal first aider checks the expiry dates for all medication stored at school**
- c. The Principal first aider along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d. Some medication at the school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in student refrigerator in the Staff room. This is in a secure area, inaccessible to unsupervised students.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year

## Safe disposal

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal by a nominated member of staff.
- c. The principal first aider is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

## 7. The school has clear guidance about record keeping

### Enrolment forms

- a. At the students induction meeting parents are asked if their child has any health conditions on the enrolment form, which is filled out.

### Healthcare Plans

- a. The 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 students record folder and displayed in the staff room.
- b. A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long term medical condition. This is sent :
  - Post enrolment
  - When a diagnosis is first communicated to the school.
- c. If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home 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.

### School Medical register

- a. Healthcare plans are used to create a centralised register of students with medical needs. **The Pastoral staff** has responsibility for the register at the school

## 8. EBN 1 ensures that the whole school environment is inclusive and favourable to students 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 students with medical conditions.

## **Education and learning**

- a. EBN Academy ensures that students 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 students with medical conditions to have special educational needs (SEND). Students 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 student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

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

- 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**

EBN Trust, the 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 students). 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 students with medical conditions

## **Headteacher**

The school's Principal 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 students, school staff, special educational needs coordinator, pastoral support/personal coaches, 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 student's healthcare plans.
- Ensure student 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 EBN Academy 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 students who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students 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 student's learning and provide extra help when students need it.
- Liaise with parents, the student'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 at EBN Academy 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.
- Support the production and review of healthcare plans with an annual review as a minimum.

## **First aiders**

First aiders at this school have a responsibility to:

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

## **Special educational needs coordinators**

The SENCO at this school has a responsibility to:

- Help update the school's medical policy.
- Know which students have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

## **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 the young person knows how to take their medication effectively.
- Ensure young people under their care 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 student and their parents).

## **Students**

The students 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 student 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***

This policy complies with the statutory requirements set down in the Supporting pupils at school with medical conditions (April 2014) and has been written with regard to:

- Section 19 of the Education Act 1966
- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- The Health and Safety at Work Act 1974
- Section 3 of the Children's Act 1989
- Section 17 of the Children's Act 1989
- Section 21 of the Education Act 2002
- Section 175 of the Education Act 2002
- Section 10 of the Children's Act 2004
- Section 3 of the NHS Act 2006
- The Equality Act 2010
- Regulation 5 of the School Premises (England) regulations 2012 (As amended)
- The SEND Code of Practice 2015

## **Appendix 1 - Form 1**

Asthma awareness for school staff

### **What to do in an asthma attack**

Keep calm.

Encourage the young person to sit up and slightly forward .

Make sure the 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 and ask for a first aider to come to the student.

### **If there is no immediate improvement**

Continue to make sure the 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 young person's symptoms do not improve in 5–10 minutes. The young person is too breathless or exhausted to talk.

The young person's lips are blue. You are in doubt.

Ensure the 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 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

### **After a minor asthma attack**

Minor attacks should not interrupt the involvement of a student with asthma in school. When the student 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 student having an asthma attack.

If the student does not have their inhaler and/or spacer with them, send another teacher or student 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 student overdosing.

Send another student to get another teacher/adult if an ambulance needs to be called.

Contact the student's parents or carers immediately after calling the ambulance/doctor.

A member of staff should always accompany a student taken to hospital by ambulance and stay with them until their parent or carer arrives.

## **Appendix 1 – Form 2**

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

#### **Ring reception 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

## Appendix 1 – Form 3

### Anaphylaxis awareness for staff

#### ANAPHYLAXIS

##### Symptoms of allergic reactions:

##### Ear/Nose/Throat - Symptoms:

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

##### Eye - Symptoms:

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

##### Airway - Symptoms:

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

##### Digestion:

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

##### Skin:

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

##### Symptoms of Severe Reaction/ Anaphylaxis:

These could include any of the above together with:

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

#### TREATMENT

Ring reception and ask for first aider to come to student

Phone on call and request emergency response 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.

If student is conscious and alert ask them to self administer their epipen. If student unconscious, 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.

Keep used epipens and give to paramedics when they arrive.



## **Appendix 1 – Form 4**

### **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