

Medical Conditions Policy

(Supporting Students with Medical Conditions)
including First Aid Policy

Written by	Executive Principal
Approved by	Board of Directors
Review - Annually	Autumn 2020
Next Review	Autumn 2023

The MFG Academies Trust is an inclusive community that aims to support and welcome students/pupils with medical conditions.

We aim to provide all children with medical conditions the same opportunities as others in the Trust. We will help to ensure they can stay safe, enjoy and achieve and make a positive contribution. Students/pupils with medical conditions are encouraged to take control of their condition, and feel confident in the support they receive to help them do this. All staff understand their ‘duty of care’ to children and young people and their condition and in the event of an emergency. We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.

This Policy depends upon clear communication between staff, parents and students to ensure its full implementation. When a child is enrolled as a new student, parents should inform the Academy about their child’s condition and requirements. Academy staff are kept up-to-date with regard to the medical conditions the children in each Academy have. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions. In an emergency situation Academy staff are required under common law ‘duty of care’ to act like any reasonably prudent parent. This may include administering medication. First aiders are trained and their training is up-to-date. The PE staff are also trained in basic first aid.

All staff are made aware of their role should a student/pupil suffer an asthma attack, an epilepsy episode, an anaphylactic/allergic reaction and in diabetes awareness/hypoglycaemia and hyperglycaemia. See Appendix 1.

Staff are made aware of how to contact the First Aiders and what information should be given to them in the event of a medical emergency. If a student needs to be taken to hospital by ambulance, a member of staff will accompany them if parents are unavailable, or a First Aider will ask parent to meet the ambulance at casualty.

The Trust has clear guidance on the administration of medication. All students with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication ie inhalers, Epipens and insulin with a spare being kept in the Pastoral/Administration Office.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of the appropriate member of staff.

We understand the importance of medication being taken as prescribed. 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 received written consent from the student's parent. First Aiders are able to administer medication.

Training is given to all staff members who agree to administer medication to students/pupils, where specific training is needed. Our insurers provide full indemnity. Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they must notify us immediately.

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.

The Trust has clear guidance on the storage of medication. The Trust advises that spare emergency medication is stored in the Academy. This will be locked in a secure place eg. Epipens, additional inhalers, insulin injections.

Students are advised to carry their own Epipens, inhalers, insulin injections and any other emergency medication at all times. Non-emergency medication is can also be kept in a secure location.

Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed. We also ensure the correct storage of medication, eg some medication may need to be refrigerated eg insulin and Glucagon emergency kits. At intervals during each year the Senior First Aider checks the expiry dates for all medication stored at the Academy. **A daily checksheet is kept to record that refrigerator temperatures remain safe.** All emergency and non-emergency medication brought into the Academy is **in its original box, and in date.** **Any medication that states "as and when required" must have further written instructions by the GP or Parent/Carer as we have a duty of care to the child in managing their medication safely.** clearly labelled with the student's name, the name and dose of medication and the frequency of dose. It is the parent's responsibility to ensure new and in-date medication comes into Academy on the first day of the new academic year.

Safe disposal - parents are asked to collect **any medication that is not used within one term (eg Autumn/Spring/Summer) and/or out of date.** If parents do not collect out-of-date medication **or medication that has not been dispensed to the child within a term,** this is taken to a local pharmacy for safe disposal. The Senior First Aider is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done **in the last week of the term.** During enrolment, parents fill in forms about their child's health conditions. Healthcare Plans are used to record important details about individual children's medical needs, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held by the senior First Aider.

A healthcare plan, accompanied by an explanation of why and how it is used, is sent to the Academy by medical professionals for students with a long-term medical condition. This is sent at the start of the academic year, at enrolment or when a diagnosis is first communicated to the Academy. If a student has a short-term medical condition that requires medication during Academy hours, a medication form plus explanation is sent home for completion. Parents are regularly reminded to inform the Senior First Aider

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. Healthcare plans are used to create a centralised register of students with medical needs. The Senior First Aider has responsibility for the register.

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

The Trust tries to ensure that students with medical conditions can participate fully in all aspects of the curriculum and that appropriate adjustments and extra support are provided. Staff are aware of the potential for students with medical conditions to have Special Educational Needs and Disabilities (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND Co-ordinator. The Academy's SEND Co-ordinator consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their work is properly considered.

Each member of the Academy and health community knows their roles and responsibilities in maintaining an effective medical conditions policy. The Trust works in partnership with all interested and relevant parties including all staff, parents, employers and community healthcare professionals to ensure the policy is updated, implemented and maintained successfully.

The following roles and responsibilities are used for this medical policy and these roles are understood and communicated regularly.

The Trust has a responsibility to: ensure the health and safety of their employees and anyone else on the premises or taking part in 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, and ensure that our insurance provides indemnity to staff who volunteer to administer medication to students with medical conditions.

The Principal has responsibility to: ensure the Academy they lead 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, staff 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 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 of the Medical Conditions Policy and how to access this on the website; update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All 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; understand the Medical Conditions 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 the Academy; ensure students who carry their medication with them have it when they go on an Academy 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 and ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff have responsibility to: ensure students who have been unwell catch up on missed Academy 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 Co-ordinator if a student is falling behind with their work because of their condition.

The Senior First Aider has a responsibility to: update the Academy's Medical Conditions Policy as directed by the Executive Principal; arrange regular training for Academy staff in managing the most common medical conditions; provide information about where the Academy can access other specialist training; ensure healthcare plans are completed and reviewed annually; check medication held in the Academy termly for expiry dates and dispose of accordingly; administer medication to students as prescribed.

First Aiders have a responsibility to: give immediate help to casualties with common injuries or illnesses and those arising from specific hazards; when necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Co-ordinators have a responsibility to: help update the Medical Conditions 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 caring for students who attend the 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 student and their parents).

Students 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/Carers have a responsibility to: tell the Academy if their child has a medical condition; ensure the Academy has a complete and up-to-date Healthcare plan for their child; inform the Academy about the medication their child requires while taking part in visits, outings or field trips and other out-of-Academy 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; provide the Academy with appropriate spare medication labelled with their child's name; ensure medication is within expiry dates; keep children at home if they are not well enough to attend the Academy; ensure their child catches up on any Academy work they have missed; ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Where a student is returning to school following a period of hospital education or alternative provision (including home tuition) the individual Academy will work with the Local Authority, education provider, parents, school's governing body, all school staff, catering staff, healthcare professionals and student to ensure that they receive the support they need to reintegrate effectively.

Appendix 1 - Form 1

Asthma awareness staff

What to do in an asthma attack

- Keep calm - Encourage the child to sit up and slightly forward.
- Make sure the child takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child and ring First Aider to come to the student.

If there is no immediate improvement, continue to make sure the child takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

The First Aider will call 999 if:

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

Continue to ensure the child 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.

Minor attacks should not interrupt the involvement of a child/student in their learning. When the student feels better they can return to normal activities. However, parents/carers must always be told if their child has had an asthma attack.

Important things to remember in an asthma attack:

- Never leave the child having an asthma attack.
- If the child does not have their inhaler and/or spacer with them, send another adult or student to their classroom or assigned room to get their spare inhaler and/or spacer. In an emergency situation 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 child'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

Common symptoms of Complex Partial Seizures

The child is not aware of their surroundings or of what they are doing, they could be plucking at their clothes, smacking their lips, swallowing repeatedly or wandering around.

Ring for a First Aider to come to the student. The First Aider will ring for an ambulance if it is the person's first seizure, the seizure continues for more than five minutes, the person is injured during the seizure or the person needs urgent medical attention.

The member of staff should:

- Guide the child away from danger
- Stay with the child until recovery is complete and calmly reassure the child.

Do not

- Restrain the child, or act in a way that could frighten them, such as making abrupt movements or raising your voice
- Assume the child is aware of what is happening, or what has happened,
- Give the child anything to eat or drink until they are fully recovered,
- Attempt to bring them round

Common symptoms for Tonic-Clonic Seizures are:

- The child goes stiff
- May lose consciousness
- Fall to the floor

The First Aider must protect the child from injury

- Remove harmful objects from nearby
- Cushion their head
- Look for an epilepsy identity card/jewellery
- Aid breathing by gently placing the child in the recovery position when the seizure has finished
- Stay with them until recovery is complete and be calmly reassuring.

Do not

- Restrain the child'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.

Ring for a First Aider to come to the student. The First Aider will ring for an ambulance if it is the person's first seizure, the seizure continues for more than five minutes, the person is injured during the seizure or the person needs urgent medical attention.

Appendix 1 – Form 3

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, speaking or breathing
- 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) or alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

The member of staff should:

- Call a First Aider and ask them to bring a second Epipen and ring for an ambulance.
- If the child is conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.
- First aider to administer Epipen as per training. Record time of giving.
- If no improvement within 5 minutes then second Epipen to be administered. Keep used Epipens and give to paramedics when they arrive.

Appendix 1 – Form 4

DIABETES

What is it?

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

Treatment

Hypoglycaemia:

- Sit the child down
- Send for a First Aider
- If conscious, give them a sugary drink, chocolate or Lucozade, glucose tablets or Glucogel
- If there is an improvement, offer more to eat or drink. Help the child to find their glucose testing kit to check their level. Advise them to rest inform parents of the attack.
- If consciousness is impaired, do not give them anything to eat or drink. First Aider must dial 999.

Hyperglycaemia:

Further actions

If the casualty loses consciousness

- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation
- **Call 999 immediately**

FIRST AID POLICY

Introduction

On site, primary care is provided by qualified First Aiders and/or Emergency Responders. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health and Safety issues within the Academy and on trips, to identify, prevent or minimise, where possible, potential dangers or risk of accidents.

NB: The term 'First Aider' refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent. A list of appropriately qualified people will be widely displayed in faculty rooms around the Academy.

First Aiders/Emergency Responders will:

- Ensure that their qualification is always up-to-date.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves and calling for help from other First Aiders or Emergency Services.
- Take charge at any incident requiring first aid attention.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents/carers to pick up a student to take him/her to hospital.
- Ensure that parents/carers are aware of all head injuries promptly.
- Contact the parents/carers of any student who experiences a significant injury or illness.
- Ensure that a student who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to hospital by a member of staff to act 'in loco parentis' if a relative cannot be contacted.
 - Met at hospital by a relative.
- The member of staff accompanying the casualty to hospital need not be the First Aider, however, an appropriate person should be sent.
- Ensure that all contaminated or used items are cleared away using gloves and dressings, etc, must be put in a yellow bin (available in the medical room) for contaminated/used items and sealed tightly before disposing of the bag for collection by the authorised clinical waste disposal contractor. "Sharps" should be placed in an appropriate "sharps box" (located in the Pastoral Office).
- Any bloodstains on the ground must be washed away thoroughly with an appropriate reagent by the site team.
- Ensure that a record of each student attended to, the nature of the injury and any treatment given is logged in the Accident Book in the Pastoral/Administration Office. This includes any sports related injuries that occur at weekends or during out of hours activities. (*Staff should inform the Principal at the earliest opportunity*). Accidents should be recorded in the Accident Book, including the date, time and place of the incident and the name of the ill or injured person. Also what happened to the person immediately afterwards must be entered and whether the parents/carers were contacted straight away or at a later time.

- The Senior First Aider will ensure that at the start of each academic year Achievement Co-ordinators and Form Tutors are provided with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic, or have a serious illness. Photographs of all such students will be available.
- The Senior First Aider will maintain a file of up-to-date medical consent forms for every student in each year.
- The Senior First Aider will regularly ensure (monthly) that all portable first aid kits, including first aid kits in vehicles and departments are adequately stocked.
- In the event of a notifiable accident, the Accident Book must be completed by any member of staff who will advise the Health and Safety Officer (Site Manager) who is responsible for reporting all such occurrences to the Health and Safety Executive (HSE/RIDDOR).
- There are 2 defibrillators on site, and 20 staff have been certificated as having been trained in their use.

All Staff:

- Phone for a qualified First Aider to treat any injured student/member of staff unless they hold an approved qualification themselves.
- First Aiders will call for an ambulance or contact relatives in an emergency.
- Medications of any sort can only be administered under the supervision of suitably trained staff. First Aiders are not permitted to offer any medication.
- All staff have been trained in the use of epi-pens and updated training will be given as necessary.

All staff will:

- Familiarise themselves with first aid procedures in operation and ensure that they know who and where the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by the Senior First Aider.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries or who feels generally “unwell” to the First Aid Office, if they are able to walk, where staff will arrange for them to be seen by a First Aider. Such students should be accompanied.
- Ensure that they have current medical information for every student that they take out on a trip which indicates any specific conditions of which they should be aware or medications they will need to take with them, for example, asthma inhalers or epi-pens.

The Principal and Senior Leadership will:

- Ensure that first aid cover is available throughout the working hours of the Academy week.
- Ensure all new members of staff are made aware of the First Aid procedures in the Academy during their induction process.

The Governors will:

- Ensure that sufficient resources are provided to fulfil adequate First Aid cover as outlined in the Health and Safety (First Aid) Regulations.
- Monitor and respond to all matters relating to the Health and Safety of all persons on school premises.