

Policy title: KOA Medical Conditions Policy

All-through

Date adopted: 13 November 2017

Version	Date	Page	Change	Origin of Change <i>E.g. change in legislation</i>
V 1.0	19 September 2016			
	November 2017		No Change	

Links to other policies:

KOA Supporting Students with Medical Conditions Policy

Introduction and Rationale

This policy is to support Supporting Students with Medical Conditions Policy by providing details specifically on Medical Conditions.

Aims and Objectives

The Academy is an inclusive community that welcomes and supports students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

The Academy will listen to the views of students and parents/carers

Students and parents/carers feel confident in the care they receive from this Academy and the level of care that meets their needs

Staff understand the medical conditions of students at this Academy and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn

This Academy understands that all students with the same medical condition will not have the same needs

Responsibilities

The Designated member of staff:

- Maintain the first aid boxes on the school site and manage first aid supplies within the budget available.
- Update Medical Conditions Policy.
- Maintain the Medical Conditions Folder.
- Manage a first aid database and co-ordination of response strategies for known medical conditions.
- Provide secure storage and management of prescribed student medication.
- Manage accident reporting to external agencies, advising the Senior Leadership Team of risk areas and trends.
- Do induction for newly qualified first aiders and give out Induction Packs/Information.

- Inform all first aiders of any known medical conditions/students with a care plan.

Procedures

The medical conditions policy is supported by a clear communications plan for staff, parent/carers and other key stakeholders to insure its full implementation.

- Students, parents/carers, relevant local health care staff and other external stakeholders are informed of and remind about the medical conditions policy through clear communication channels.

All staff understand what to do in an emergency for students with medical conditions in the Academy.

- All students who have a medical condition at this Academy have an Individual Healthcare Plan (IHP), which explains what help they would need in an emergency. The IHP will accompany a student should they need to go to hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand the Academy's general emergency procedures.

- All staff including temporary or supply staff know what action to take in an emergency which is detailed in the staff handbook updated annually.
- If a pupil needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital in an ambulance. They will not take students to hospital in their own car.

The Academy has clear guidance on providing care and support and administering medication at the Academy.

- The Academy understands the importance of medication being taken and care received as detailed in the pupils IHP
- This Academy will make sure that there are several members of staff who have been trained to administer the medication and meet the needs of an individual student
- This Academy will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The Academy's governing body has made sure there is the appropriate level of insurance and liability cover in place
- This Academy will not give medication (prescription or non-prescription) to a student under 16 without the parent/carers consent except in exceptional circumstances, and every effort will be made to involve their parent/carer, while respecting their confidentiality.
- When administering medication, for example pain relief, this Academy will check the maximum dosage and when the previous dose was given. Parents

will be informed. This Academy will not give a student under 16 aspirin unless prescribed by a doctor.

- This Academy will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit, including overnight stays
- Parents/carers at this Academy understand that they should inform the Academy immediately if their child's needs change
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the Academy's safeguarding procedures are followed.

This Academy has clear guidance on the storage of medication and equipment at the Academy.

- This Academy makes sure that all staff understand what constitutes as an emergency for an individual student and makes sure that emergency medication/equipment is readily available and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate. They may carry their own medication/equipment, or they should know exactly where to access it.
- Students can carry controlled drugs if they are competent, otherwise this Academy will keep the controlled drugs stored securely, but accessibly, with only named staff having access.
- Staff at this Academy can administer a controlled drug to a student once they have had specialist training.
- Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs. Examples include:
 - *morphine*
 - *pethidine*
 - *methadone*
 - Stricter legal controls apply to controlled medicines to prevent them:
 - *being misused*
 - *being obtained illegally*
 - *causing harm*

For example, these legal controls govern how controlled medicines may be:

- *stored*
- *produced*
- *supplied*
- *prescribed*
- Controlled medicines are classified (by law) based on their benefit when used in medical treatment and their harm if misused
- The Misuse of Drugs regulations include five schedules that classify all controlled medicines and drugs. Schedule 1 has the highest level of

control, but drugs in this group are virtually never used in medicines. Schedule 5 has a much lower level of control.)

- The Academy will make sure that medication is safely stored and that students with medical conditions know where they are at all times and have access to them immediately.
- The Academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is INSULIN, which though must still be in date, will generally be supplied in an insulin injector pen or pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term
- The Academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the Academy and will accompany a student on off-site visits. They are collected and disposed of in line with local authority procedures.

The Academy has clear guidance about record keeping

- Parents/carers at this Academy are asked if their child has any medical conditions on the enrolment form.
- The Academy uses an Individual Health Plan (IHP) to record and support the individual student's needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, school staff, specialist nurses (where appropriate) and the relevant healthcare services.
- The Academy has a centralised register of IHP's and an identified member of staff has the responsibility for this register.
- IHP's are regularly reviewed, at least every year or whenever the student's needs change.
- The student's (where appropriate) parent's/carer's, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staffs are made aware of and have access to the IHP for the students in their care.
- The Academy makes sure that the students' confidentiality is protected.
- The Academy seeks permission from parents before sharing any medical information with any other party.
- The Academy meets with the student (where appropriate), parent/carer, specialist nurse and the relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that maybe needed. This is recorded in the student's IHP which accompanies them on the visit.
- The Academy keeps an accurate record of all medication administered, including dose, time, date and supervising staff.
- The Academy makes sure that all staff providing support to a student have received suitable training and ongoing support, to make sure that they have

confidence to provide the necessary support and that they fulfil the requirements set out in the students IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and the school keeps an up-to-date record of all training undertaken and by whom.

The Academy 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 education activities.

- The Academy is committed to providing a physical environment accessible to any students with medical conditions and students are consulted to ensure this accessibility. This Academy is also committed to an accessible physical environment for out-of-school activities.
- This Academy makes sure the needs of the students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended Academy activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the Academy's bullying policy, to help prevent and deal with any problems. They use opportunities such as PHSE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The Academy understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to All students. This includes out-of-school clubs and team sports.
- The Academy understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- The Academy makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- The Academy makes sure that student's with medical conditions can fully participate in all aspects of the curriculum and enjoy the same opportunities at the Academy as any other child, and appropriate adjustments and extra support are provided.
- All Academy staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This Academy will not penalise students for their attendance if their absences relate to their medical condition.
- The Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs

- Advisor who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at this Academy learn what to do in an emergency.
- The Academy makes sure that a risk assessment is carried out before any out-of-Academy visit, including work experience and educational placements. The needs of the students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

The Academy is aware of common triggers that can make common medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- The Academy is committed to identifying and reducing triggers both at the Academy and on out-of-Academy visits.
- Academy staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for student's with medical conditions at this Academy, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole Academy and on out-of-Academy activities. Risk Assessments are carried out on All out-of-Academy activities, taking into account the needs of the students with medical conditions.
- The Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes Academy policy according to these reviews.

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

- The Academy works in partnership with all relevant parties including the student (where appropriate), parent/carer, Academy Council, all Academy staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

Reviewing This Policy

This policy will be reviewed by the Academy Council annually, to ensure that it conforms to current guidelines and any legislation.

Appendices

What is Asthma?

People with asthma have airways which narrow as a reaction to various triggers. The triggers vary between individuals but common ones include viral infections, cold air, grass pollen, animal fur and house dust mites. Exercise and stress can also precipitate asthma attacks in susceptible people. The narrowing or obstruction of the airway causes difficulty in breathing and can be alleviated with treatment.

Most students with asthma will relieve their symptoms with medication using their inhaler. Some students may need to use a spacer. Students with asthma must have immediate access to their inhalers when they need them. A student should carry an inhaler with them. Parents/carers can leave spare inhalers in the Academy. These are clearly labelled with the students name and are stored safely and are easily accessible to staff members should a student need the use of their spare inhaler.

How to treat an Asthma Attack

- Prompt the student to use their inhaler.
- Comfort and reassure them.
- Encourage them to breathe slowly and deeply.
- Get the student to sit down not lie down.
- If the medication has no effect after 5-10minutes, or if the student appears very distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or call 999/112

What is Epilepsy?

People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication. Not all students with epilepsy experience major seizures (commonly called fits). For those who do the nature and severity of the seizure will vary greatly between individuals? Some students may exhibit unusual behaviour, experience strange sensations, or become confused instead of, or as well as, experiencing convulsions and/or loss of consciousness. Seizures may be partial (where consciousness is not necessarily lost, but may be affected) or generalized (where consciousness is lost).

When drawing up Individual Healthcare Plans, parents/carers should be encouraged to tell the Academy about the type and duration of seizures their child has, so that the appropriate measures can be identified and put in place.

How to treat an Epileptic Seizure

- Nothing must be done to stop or alter the course of a seizure once it has begun, except when medication is being given by appropriately trained staff.
- The student should not be moved unless he/she is in a dangerous place, although something soft may be placed under his/her head.
- The student's airway must be maintained at all times.
- The student must not be restrained.
- No attempt should be made to put anything in the student's mouth.
- When the seizure is over place the student in the Recovery Position or on their side.
- Do not leave the student unattended until he/she recovers and re-orientates.
- Call an ambulance if the seizure lasts longer than usual or if one seizure follows another without the student regaining consciousness or where there is any doubt.

What is Anaphylaxis?

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. The most common cause is food – in particular nuts, fish and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form it can be life threatening, but it can be treated with medication. Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:-

- A metallic taste or itching in the mouth.
- Swelling of the face, throat, tongue and lips.
- Difficulty in swallowing.
- Flushed complexion.
- Abdominal cramps and nausea.
- A rise in the heart rate.
- Collapse or unconsciousness.
- Wheezing or difficulty breathing.

Each student's symptoms and allergens will vary and will need to be discussed when drawing up the Individual Healthcare Plan with parent/carer and other professionals. Clear instructions need to be set out in the IHP and suitable procedures put in place so that swift action can be taken in an emergency.

How to treat Anaphylaxis

- In most severe cases students will have been prescribed a device for injecting adrenaline. This looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh
- The needle is not revealed and is easy to administer.
- Responsibility for giving the injection is on a purely Voluntary basis and should not, in any case, be undertaken without training from an appropriate health professional.