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## Policy Document: Medical Policy

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Policy Owner  
Mrs Greaves

Next Review Date  
September 2019

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

- a. Atlantic Academy understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. Atlantic Academy aims to provide all children with all medical conditions the same opportunities as others at the school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- c. Pupils with medical conditions are encouraged to take control of their condition. Pupils should feel confident in the support they receive from the school to help them do this.
- d. Atlantic Academy aims to include all pupils with medical conditions in all school activities, unless stipulated that this should not be the case by a healthcare professional.
- e. Atlantic Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- f. All our staff feel confident in knowing what to do in an emergency.
- g. Atlantic Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

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

- a. Parents are informed about the medical policy via the school's website, where it is available all year round

- b. School staff are informed and reminded about the medical policy at scheduled medical training for staff

### **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 Atlantic Academy understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. First Aid trained and PE staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.
- d. Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the PE department and food preparation rooms:

See Appendix 1: Forms 1-4

### **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
- b. To contact the Health Care Officer or the Health Care Assistant
- c. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parents/Careers to meet ambulance at casualty.
- d. Staff, as a last resort, following safeguarding procedures, to take pupils to hospital in their own car.

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

#### **Administration-emergency medication**

- a. All pupils at this school with medical conditions have easy access to their emergency medication.
- b. All Secondary pupils are encouraged to carry and administer their own emergency medication i.e. inhalers, epi-pens and insulin with a spare being kept in the Medical Room.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

### **6. Administration: General**

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the Health Care Officer

- b. Atlantic Academy 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 pupil taking medication unless they have been specifically contracted to do so.
- d. The Health Care Officer and the Health Care Assistant are able to administer medication.
- e. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent. This information is then recorded at school.
- f. Parents/Carers of students at Atlantic Academy 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 pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed

#### **Safe storage: Non-emergency medication**

- a. All non-emergency medication is kept in a lockable cupboard in the Medical Room. Pupils 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 Health Care Officer ensures the correct storage of medication at school
- b. Three times a year the school nurse checks the expiry dates for all medication stored at school. The expiry date is also checked and recorded when any Medication is issued to a student
- c. The Health Care Officer along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves ie asthma inhaler
- d. Some medication at Atlantic Academy may need to be refrigerated. All refrigerated medication is stored in a lockable fridge and is clearly labelled in the Medical Room
- 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.
- c. The Health Care Officer 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. Atlantic Academy has clear guidance about record keeping**

### **Enrolment forms**

- a. Parents at Atlantic Academy are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms

### **Healthcare Plans**

- a. Atlantic Academy 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 Medical Room.
- 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. Atlantic will often receive these from the child's previous school.
- c. Parents are regularly reminded to inform the Health Care Officer or the Health Care Assistant 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 pupils with medical needs. The Health Care Officer has responsibility for the register at Atlantic Academy.

## **8. Atlantic Academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

### **Physical environment**

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

### **Exercise and physical activity**

- a. This school understands the importance of all pupils taking part in sports, games and activities.
- b. Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- c. Atlantic Academy ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

### **Education and learning**

- a. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Director of Inclusion and Behaviour Support.

### **Employer**

Atlantic Academy has a responsibility to:

- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- 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.
- Ensure the medical policy is updated in line with recent local and national guidance and legislation.

### **All school staff**

All staff at Atlantic 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- 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 Atlantic Academy have a responsibility to:

- Ensure students who have been unwell catch up on missed school work by giving them the resources to catch up on missed work.

- Be aware that some 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.

### **Health Care Officer**

The Health Care Officer at Atlantic Academy has a responsibility to:

- Update the school's medical conditions policy.
  - Provide regular training for school staff in managing the most common medical conditions in school.
  - Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly
  - Administer medication to students as prescribed.

### **First aiders**

First aiders at Atlantic Academy 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**

SEN's at Atlantic Academy have a responsibility to:

- Help update the school's medical 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.

### **Pupils**

The pupils at Atlantic Academy 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/Carers**

The parents of a student at Atlantic Academy 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.
- 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.*

**Reviewed and agreed Jct, 27th August, 2019. To be reviewed September 2020.**

# Appendix 1

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## Form 1: 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.
- Ring the Medical Room and ask for a first aider to come to the student.

### 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 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 the Medical 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 but record the frequency of the inhaler being taken
- Send another pupil to get the Health Care Officer if an ambulance needs to be called. Contact the pupil's parents or carers immediately after calling the ambulance.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

# Appendix 1

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## 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 the Medical Room and ask for the Health Care Officer to come to the student. Call 999 for an ambulance if one of the following occurs:

- 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

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## Form 3: Anaphylaxis awareness for school staff

### **Anaphylaxis**

#### **Symptoms of allergic reactions (Ear, Nose and Throat)**

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

#### **Symptoms of allergic reactions (Eyes)**

Watery, itchy, prickly, red swollen eyes, allergic 'shiners' (dark areas under the eyes due to blocked sinuses)

#### **Symptoms of allergic reactions (Airways)**

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

#### **Symptoms of allergic reactions (Digestion)**

Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and/or diarrhoea

#### **Symptoms of allergic reactions (Skin)**

- Urticaria: wheals or hives bumpy, itchy raised areas and/or rashes
- Eczema: cracked, dry, weepy or broken skin red cheeks
- Angioedema: 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 the Medical Room and ask for the Health Care Officer to come to student
- Send a student or member of staff to the Medical Room to collect second epi-pen from the Health Care Assistant 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 epi-pen.
- If student unconscious, trained member of staff to administer epi-pen as per training. Record time of giving.
- If no improvement within 5 minutes then refer to the Care Plan to see if a second epi-pen can be administered. Keep used epi-pens and give to paramedics when they arrive.

# Appendix 1

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## Form 4: Diabetes awareness for school staff

### What is diabetes?

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
- Thirst

### Signs and symptoms: Hyperglycaemia

- 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

### First aid aims: Hyperglycaemia

- Get casualty to hospital as soon as possible in accordance with the Care Plan.

### Treatment: Hypoglycaemia

- Sit casualty down

- if they are conscious, give them a sugary drink or sugary food in accordance with the Care Plan
- 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

**Treatment: Hyperglycaemia**

- Call 999 immediately in accordance with the Care Plan
- Further actions:
  - o If the casualty loses consciousness, open airway and check breathing
  - o Place them in recovery position
  - o Prepare to give resuscitation