



Robert Napier School Supporting Students with Medical Conditions Policy June 2016

- 1. The Robert Napier School is an inclusive community that aims to support and welcome students with medical conditions.**
 - A. The Robert Napier 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 Robert Napier 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 should feel confident in the support they receive from the school to help them do this. The Robert Napier School aims to include all students with medical conditions in all school activities.
 - D. The Robert Napier School ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff should feel confident in knowing what to do in an emergency. The Robert Napier School does, however, understand 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:
 - When their child is enrolled as a new student
 - Via the school's website, where it will be made available at all times
 - B. School staff are aware and reminded about the medical policy:
 - It is available to all staff on the school website.
 - Staff will be reminded of the Policy at the beginning of the school year and at other staff meetings.

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

Staff at The Robert Napier School 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.

First Aid trained and PE staff 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. Training is refreshed for first aiders and PE staff as and when required by the certifying agencies.

Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes will be displayed in the staff room, PE department, House Offices, and Food Technology Teaching Rooms (See Appendix 1 – Forms 1, 2, 3, and 4)

4. All staff understand the school's general emergency procedures

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.

(Appendix 2 – Request for an Ambulance; this includes all information that the member of staff should have available when they call the emergency services. This form should be displayed prominently near telephones used by First Aid Trained Staff).

Training is refreshed for all staff as required by the certifying agencies. They should be aware that:

- If a student needs to be taken to hospital, a member of staff will accompany them if parent/carer(s) are unavailable or school will ask parent to meet ambulance at the hospital casualty department.
- Staff should not take students to hospital in their own car.

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 spare medication being kept in the House Offices.
- C. Students who do not carry and administer their own emergency medication should know where their medication is stored and how to access it.

6. Administration of medication-general

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 House Team. The Robert Napier School understands the importance of medication being taken as prescribed. 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.

The House Team are able to administer medication. The staff in student services are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent(s). The Robert Napier School has a Parental Agreement for School to Administer Medicines form – this should be completed before any medication is administered. (A copy of the Parental Agreement for School to Administer Medicines is included in this policy

– Appendix 3). It may be necessary for staff to be trained to administer some medications, if this is the case the School Nurse will be consulted and asked to provide appropriate training. The Robert Napier School will provide full indemnity.

Parent/carer(s) at The Robert Napier School must 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. 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.

7. The Robert Napier School has clear guidance on the storage of medication at school

Safe storage – including emergency medication (Such as epipens)

Emergency medication is readily available to students who require it at all times in the student service offices during the school day. If the emergency medication is a controlled drug and needs to be kept in a secure cabinet, the keys are readily available in the key box in the student service office.

Students carry their own epipens at all times and a spare should be kept in student service office.

Students will be reminded to carry their emergency medication with them.

Safe storage – non emergency medication

All non-emergency medication is kept in a lockable cupboard in the Senior First Aiders House Office. Students with medical conditions know where their medication is stored and how to access it. Staff must ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

The Senior First Aider will ensure the correct storage of medication at school. The Senior First Aider along with the parents of students with medical conditions, will ensure 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. Some medication at The Robert Napier School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in Student Services Office. This is in a secure area, inaccessible to unsupervised students. 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

Parents will be requested to collect out of date medication. If parents do not collect out of date medication, medication 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 should be done at least three times a year.

8. The Robert Napier School has clear guidance about record keeping

Enrolment forms

Parent/Carer(s) at The Robert Napier School are asked if their child has any health conditions on the enrolment form, which are completed when their son/daughter enrolls at the school. Parents of students starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Robert Napier School uses a Health Care plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These Health Care plans are attached electronically to the student's records (SIMs) a copy will also be available in the students House Office. A copy of the Health Care Plan is attached (see Appendix 4)

A Health Care Plan will be completed with the assistance of the parent/carer(s) of students with a long term medical condition. This will be done as soon as possible:

- After enrolment
- When a diagnosis is first communicated to the school

Parent/Carer(s) will be 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 Health Care Plans can be updated accordingly.

School Medical register

Health Care Plans will be used to create a centralised register of students with medical needs. The Senior First Aider has responsibility for the register at The Robert Napier School.

- 9. The Robert Napier School 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

The Robert Napier School is committed to providing a physical environment that is accessible to students with medical conditions. The school publishes an Accessibility Plan that sets out how this is to be achieved.

Exercise and physical activity

The Robert Napier School understands the importance of all students taking part in sports, games and activities. The Robert Napier School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students. Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities. The Robert Napier School ensures that PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Education and learning

The Robert Napier School ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided. Staff are aware of the potential for students with medical conditions to have Special Educational Needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator (SENCo). The school SENCo consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

- 10. Each member of the Robert Napier School and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

The Robert Napier 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. The following roles and responsibilities are used for the medical policy at this school.

These roles are understood and communicated regularly.

Employer

The Robert Napier School, as 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.

Head teacher

The Head teacher of the Robert Napier School 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, Teachers, SENCo, Student Services, parents and Trustees.
- 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 Health Care 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 the Robert Napier School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure 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 SENCo if a student is falling behind with their work because of their condition.

Senior First Aider

The Senior First Aider at the Robert Napier has a responsibility to:

- Update the schools medical conditions policy.
- Ensure Health Care 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 The Robert Napier 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.
- Please see Appendix 2 for guidance in calling for an Ambulance.

Special Educational Needs Coordinators (SENCo)

SENCo and Assistant SENCo at The Robert Napier School have a responsibility to:

- Help update the school's medical condition 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 (GPs) and Specialist Healthcare Professionals

Individual doctors and specialist healthcare professionals caring for students who attend The Robert Napier 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 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 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 The Robert Napier 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.

Parent/Carer(s)

The Parent/Carer(s) 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 Health Care 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.

Appendix 1 – 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 student services 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 or a doctor urgently if:

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

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives. It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

- Coughing and 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 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 student services 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

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 student services and ask for first aider to come to student. Send a student or member of staff to student services to collect 2nd 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 2nd 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 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

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. Contact students' parent/carer(s) and advise them that their son/daughter should 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

Appendix 2

Request for an Ambulance

Dial 999, Ask for an Ambulance and be ready with the following information:

Your telephone number **01634 851157**

Give your location as follows:

**The Robert Napier School
Third Avenue
Gillingham
Kent**

State that the postcode is: **ME7 2LX**

Give exact location in the school/setting (brief description)

Give your name

Give name of student and a brief description of their symptoms

Inform the Ambulance control of the best/appropriate entrance and state that the crew will be met and guided to the student.

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION AS REQUIRED

Appendix 3

	The Robert Napier School Student Health Care Plan Parental agreement for School to administer Medicines
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The school will not be able to give your child medicine unless you complete and sign this form, and give permission for the School as described in the Medical Policy to administer medicine.

NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Date:	
Student's Name:	
House/Form:	
Name and strength of medicine:	
Expiry Date:	
Dose to be given (How much is to be give?)	
When is medication to be given?	
Number of tablets/quantity of medication provided to school	
Daytime phone number of parent/carer(s)	
Name and phone number of GP	
Agreed review date	

The above information is to the best of my knowledge correct and accurate and I give consent to the Robert Napier School staff administering medicine in accordance with school policy. I will inform the school immediately, in writing, if there are changes in dosage or frequency of the medication or if the medication is to be stopped.

Parent/Carer Name: (Block Capitals)	
Parent/Carer Signature:	
Date:	

The Robert Napier School - Health Care Plan

Name of school/setting

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Child's name

--

Group/class/form

--

Date of birth

/ /

Child's address

--

Medical diagnosis or condition

--

Date

/ /

Review date

/ /

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

--

Name

Phone no.

Describe medical needs and give details of child's symptoms

Daily care requirements (*e.g. before sport/at lunchtime*)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Form copied to