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# SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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Person(s) Responsible:	Mr J Cleary
Governors' Committee:	Student Welfare and Community Committee
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## Statement of intent

Collingwood College wishes to ensure that students with medical conditions receive appropriate care and support. This policy has been developed in line with the Department for Education's guidance released in September 2015 with updates in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with Special Educational Needs and Disabilities (SEND) and this includes children with medical conditions, in conjunction with the Equality Act (2010) and the SEND Code of Practice.

### 1. Key roles and responsibilities

#### The College is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to staff.
- Making alternative arrangements for the education of students who need to be out of College for fifteen College days or more, due to a medical condition.

#### The Governing Board is responsible for seeking assurance that:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of the College.
- The Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Complaints regarding this policy are addressed as outlined in the College's Parental Concerns Policy.
- All students with medical conditions are supported to enable the fullest participation possible in all aspects of College life.
- Relevant training is delivered to staff members who take on responsibility to support children with medical conditions. Training will be reviewed with further training being provided by appropriate organisations such as St John Ambulance, every 3 years (in line with St John Ambulance guidance). Annual training is given to staff on Emergency procedures for Asthma, anaphylaxis, diabetes and Epilepsy annually in-house.
- Information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Accurate records of any first aid treatment or administration of medications to individual students is kept on Arbor.
- The level of insurance in place reflects the level of risk.

#### The Principal is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff that need to know aware of a student's medical condition.
- Developing Individual Health Care Plans (IHCPs).
- Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy. Ensuring the correct level of insurance is in place for teachers and support staff who support students in line with this policy.
- Contacting the relevant organisations in the case of any student who has a medical condition.

#### **Staff members are responsible for:**

- Being aware of how a child's medical condition may impact on them participating on a trip/visit.
- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- When necessary, creating a Risk Assessment which will be made accessible to staff.
- Recording the administration of medication on students' Arbor records.
- Recording 'controlled medication' i.e. ADHD using the 'Controlled drug book kept in the Medical Room. Controlled drugs are kept in a locked safe in a locked cupboard.

#### **The College Nurse is bound by Nursing and Midwifery Council (NMC) Code of Conduct and in addition is responsible for:**

- Assessing students on an individual basis and treating/advising, informing parents and recording.
- Advising on training and resources for staff and students,
- Advising on changes in practice and accessing up to date information.
- Advising on the Supporting Students with Medical Needs Policy.
- Maintaining and stocking the Medical Room with appropriate provisions.
- Ensuring first aid boxes and medical equipment are in date and that the College complies with Health and Safety requirements.

#### **First aiders are responsible for:**

- Notifying the College when a student has been identified with requiring support in College due to a medical condition including sending medical alerts.
- Liaising locally with lead clinicians on appropriate support.

#### **Parents and carers are responsible for:**

- Keeping the College informed about any changes to their child/children's health.
- Completing a parental agreement for the College to administer medicine form before bringing medication into College (*Appendix 1*).
- Providing the College with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where possible, medicines should only be administered at College where it would be detrimental to a child's health or College attendance not to do so.
- Where necessary, developing an IHCP for their child in collaboration with the Year Managers/SENCO, other staff members and healthcare professionals.

- Carrying out any action they have agreed to as part of the IHCP implementation, e.g. provide medicine and equipment and ensure they (or another nominated adult), can always be reached.
- Ensuring any long-term medication that is held in College is collected when 'expired' and provide a replacement (if required).

## 2. Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at the College including teachers.

## 3. Training of staff

- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive appropriate training.
- The clinical lead for this training is the Deputy Administration Manager.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- A record of training undertaken, and a list of staff qualified to undertake responsibilities under this policy will be kept centrally.

## 4. The role of the student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures, although may require supervision.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Students will contribute to the discussions about their medical support needs and IHCP.

## 5. Individual Health Care Plans (IHCPs) and Medical Alerts

(Should not be confused with Education, Health and Care Plans [EHCPs])

- Medical Alerts will be the chosen method of distributing information about a medical need out to staff via email. This will also be documented on Arbor.
- Where necessary for a more serious need, an IHCP will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO)/Year Managers and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an EHCP the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the Local Authority and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.
- We will work with the relevant healthcare professionals to identify and agree what suitable training may be required following the development or review of an IHCP.

## 6. **Asthma care within College - Guidelines taken from [Asthma.uk](http://Asthma.uk)**

- Collingwood College recognises that asthma and recurrent wheezing are important conditions affecting increasing numbers of school age children.
- Parents will be informed of any concerns about frequent inhaler use and/or missing lessons due to asthma and will be asked to take their child for an asthma review and be followed up by the College Nurse.
- Updates for training are offered annually to all staff.
- Students should keep their own inhalers on them at all times. There are generic emergency inhalers held at Kingston and Barossa receptions. In an emergency the inhaler should be taken to the student.
- All College staff will allow students immediate access to their own asthma medication when they need it.
- Information from admission will be used to compile an “Asthma Register” which is available for all College staff. This register will be updated at least annually, termly or more frequently if required using the information supplied by the parent/carer.
- Certain types of exercise are potent triggers for asthma e.g. cross country, running and field activities. Any child who knows that an activity will induce symptoms will be encouraged to use their reliever inhaler prior to exercise and will carry it with them.
- Blue inhalers (Salbutamol) should always be given with a spacer, and 5 slow deep breaths encouraged for each spray/puff. MART inhalers require a short sharp intake of breath and then count to 10 whilst continuously holding breath. Techniques will be included in annual staff training and during students sessions.

### **College Trips/Residential Visits**

- No child will be denied the opportunity to take part in College trips/residential visits because of asthma, unless so advised by their GP or consultant.
- The child’s reliever inhaler will be the student’s responsibility, however, can be held by trip leader if the student requires this. Inhalers should be shown to trip leaders prior to leaving on College trips and fixtures. Parents must be responsible for ensuring an adequate supply of medication is provided.

### **Asthma Education for students**

- It is recommended that all students should be educated about asthma. This could be through Personal, Social and Health Education (PSHE), assemblies etc.
- If a member of staff has concerns about the progress of a child with asthma, which they feel may be related to poor symptom control, they will be encouraged to discuss this with the parent/carer and/or College Nurse.
- A whole College Asthma Care Plan should be available to all staff. Individual asthma plans are requested from parents.

## 7. **Anaphylaxis Care in College – Guidelines taken from [Anaphylaxis.uk](http://Anaphylaxis.uk)**

- On entry to the College it is the parent’s responsibility to inform staff of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are asked to supply a copy of their child’s Allergy Action Plan (BSACI plans preferred) to the College which is also signed by the Health Care Professional (HCP) showing consent for generic Adrenaline Auto Injectors (AAIs).
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- All staff will complete anaphylaxis training. Updates are provided for all staff on a yearly basis in-house.

- Staff must be aware of the students in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Students are expected to carry two of their own AAI's with them at all times. There are generic emergency AAI's held at Kingston and Barossa receptions and can be administered if a student's own AAI fails to operate or is not available.
- On College trips/sporting fixtures, students are expected to carry two AAI's that should be shown to the trip leader prior to leaving the College. If they do not have their medication, parents will be telephoned and asked to bring them into College prior to trip, They will not be able to attend the excursion if they are not carrying AAI's as this would be unsafe. This is made clear on the trip consent form.
- The College Office keeps a register of students who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.
- The Catering Department is given a full list at the beginning of the year of all known allergens.
- Anaphylaxis is a life threatening condition and requires prompt treatment.
- Emergency treatment plan and guidance is available online and with generic AAI's.
- Students are included in information and training on anaphylaxis through assemblies or PSHE lessons.

## 8. Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, the parents/carers of the student must complete and sign a parental agreement form for the College to administer medicine.
- A student's own medication will not be administered without written parental consent.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the College at one time.
- Controlled drugs may only be taken on College premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drugs Policy.
- Where applicable, drugs (according to their classification) may be required to be stored in a double locked secure area until required to be taken by students.
- Medications can be stored in the First Aid areas at each office.
- Any medications left over at the end of the course will be returned to the student's parents (via the student), apart from controlled medication which must be collected by a parent.
- Written records will be kept of any medication administered to students.
- Collingwood College cannot be held responsible for side effects that occur when medication is taken correctly.
- Sharps boxes are available for the disposal of needles and other sharps.
- Pharmaceutical Waste yellow bags and bins are provided for the disposal of blood and other bodily fluids (swabs and dressings). These are considered household waste once double bagged and are disposed of correctly
- The Medical Room will hold a standard amount of over-the-counter medications (OTC) such as antihistamines, paracetamol and bite creams, (this list is not exhaustive). Parents/carers are advised should they wish to opt out of consenting for students to be given these as deemed appropriate by the College Nurse/first aiders, they are to inform

the College Nurse via email. Unless opted out, it is at the College Nurse's/first aider's discretion and after individual assessment of the student as to which medication is appropriate. Any administration will be documented in Arbor. Generic Asthma inhalers will also come under the 'opt out' scheme for students with Asthma, as will emergency treatment. Parents will only be telephoned about medicine administration if there are concerns over safety/wellbeing.

- Students over the age of 16 are permitted to carry their own medications. They should only bring to College what they need for the day.
- Parents will have the opportunity to opt out of medications, treatment and assessment when students start at Collingwood College, and at any time after that via email to the College Nurse. If a parent has opted out, a list of these students will be held at the Receptions and will be available on FileShare. In these cases, the parents/carers will be telephoned before any intervention unless the situation is life threatening.

## 9. Emergencies

- Medical emergencies will be dealt with under the College's emergency procedures and when necessary, in conjunction with the relevant risk assessment.
- Where an IHCP is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as informing a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.
- The College has 5 defibrillators, locations listed below;
  - Kingston reception
  - Barossa reception
  - 6<sup>th</sup> Form Centre reception
  - Sports Hall
  - Kingston Gym

They are all stored in unlocked cabinets for emergency readiness, all of which are clearly visible and easily accessible. These are checked weekly by the College Nurse or in her absence, a member of the admin team.

**In all cases students will be treated individually according to their needs.**

## 10. Insurance

Members of staff who undertake responsibilities within this Policy are covered by the College's insurance.

## Parental agreement for Collingwood College to administer medicine

Please complete and sign this form to enable the College to administer your child's medication.

Date for review to be initiated by	
Student's name	
Student's date of birth	
Form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Expiry date of medication	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the College needs to know about?	
Self-administration	Yes / No
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

<b>Contact details</b>	
Name	
Daytime telephone number	
Relationship to student	
Email address	
I understand that I must deliver the medicine personally to	Barossa Reception or Kingston Reception

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Collingwood staff administering the medicine in accordance with the College's policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that it is my responsibility to replace medication when it expires and that it is also my responsibility to collect the medication and dispose of it and where necessary, provide replacement medication.

Parent/Carer's signature:

Date:

## EMERGENCY ASTHMA PLAN FOR SCHOOLS

### Asthma Attack

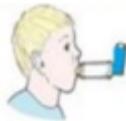
For children diagnosed with Asthma/Wheeze

#### SIGNS OF :

- Wheezing
- Coughing
- Shortness of Breath

### Treatment

GIVE RELIEVER (BLUE) INHALER OR MART DEVICE (USUALLY WHITE AND RED)



GIVE UPTO 10 PUFFS OF RELIEVER (BLUE) INHALER OR UP TO 6 INHALATIONS OF MART (WHITE AND RED) TURBOHALER AT A SINGLE TIME.

Number of puffs needed of BLUE inhaler :

2- 6 PUFFS

OR

Number of inhalations needed of WHITE AND RED TURBOHALER :

Take 1 inhalation of your MART device, wait a few minutes and repeat if necessary, up to a total of 6 inhalations.

Tell a member of staff

If better no further action required

Number of puffs needed of BLUE inhaler:

6- 10 PUFFS

OR

You can take up to 6 inhalations of your MART device.

Tell a member of staff

Parents to be called and child to be collected and seen by medical professional the same day.

If little or no improvement after 10 puffs of BLUE inhaler:

Dial 999

Continue to give BLUE (reliever) inhaler 10 PUFFS every 15 minutes until medical help arrives or symptoms improve.

OR

If you have taken 6 inhalations of your MART device and your symptoms have not improved or used your maximum daily inhalations, seek urgent

\*\*\*If their own RESCUE

inhaler is **NOT AVAILABLE**, please use the school's emergency inhaler kit \*\*\*

**BSACI ALLERGY ACTION PLAN** Improving Allergy Care through education, training and research **RCPCI** Royal College of Paediatrics and Child Health **anaphylaxis UK** **AllergyUK**

This child has the following allergies:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Photo

**Mild/moderate reaction:**

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

**Action to take:**

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine: \_\_\_\_\_ (If vomited, can repeat dose)
- Phone parent/emergency contact \_\_\_\_\_

**Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)**

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

<b>A AIRWAY</b>	<b>B BREATHING</b>	<b>C CONSCIOUSNESS</b>
<ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul>	<ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul>

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1 Lie child flat with legs raised** (if breathing is difficult, allow child to sit)



- 2 Use Adrenaline autoinjector without delay** (eg. EpiPen®) (Dose: . . . mg)
- 3 Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")**

**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

1. Stay with child until ambulance arrives, **do NOT stand child up**
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further adrenaline dose** using a second autoinjectable device, if available.

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

**Emergency contact details:**

1) Name: \_\_\_\_\_

2) Name: \_\_\_\_\_

**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**How to give EpiPen®**

- 1** PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"
- 2** Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"
- 3** PUSH DOWN HARD until a click is heard or felt and hold in place for **3 seconds**. Remove EpiPen.

**Additional instructions:**

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)

This is a medical document that can only be completed by the child's healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and NOT in the luggage hold. This action plan and authorisation to travel with emergency medications has been prepared by:

Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Date: \_\_\_\_\_