

**Supporting Pupils with Medical Needs Policy**

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## **1 Introduction**

1.1 Thomas Deacon Academy (TDA) aims to provide all pupils and students with medical conditions the same opportunities as others at the Academy.

1.2 The Academy therefore:

- Ensures that all staff understand their duty of care to pupils and students in the event of an emergency and that they feel confident in knowing what to do in an emergency;
- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- Understands the importance of medication being taken as prescribed;
- Ensures that all staff are aware of the common medical conditions that affect students at the Academy. Staff, receive training on the impact medical conditions can have on pupils and students.

1.3 To ensure that this is achieved the Academy has the following aims:

- TDA is an inclusive community that aims to support all Academy staff understand and are trained in what to do in an emergency for the most common serious medical conditions at the Academy;
- All Academy staff understand and are trained in the Academy's general emergency procedures;
- The Academy has clear guidance on the administration of medication;
- The Academy has clear guidance on the storage of medication;
- The Academy has clear guidance about record keeping;
- The Academy ensures that the whole learning environment is inclusive and favourable to pupils and students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities;
- The Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency;
- Each member of the Academy and health community knows their roles and responsibilities in maintaining and implementing an effective Medical Needs Policy;
- Gail Kenlin – Assistant Principal - SENDCo is the named individual with responsibility for the implementation of this Supporting Medical Needs Policy;
- The Supporting Pupils with Medical Needs Policy is regularly reviewed, evaluated and updated. Updates are produced every year.

## **2 Procedures**

2.1 TDA is an inclusive community that aims to support and welcome pupils and students with medical needs:

- The Academy understands that it has a responsibility to make the Academy welcoming and supportive to pupils and students with medical needs who currently attend and to those who may enrol in the future;

- Pupils and students with medical needs are encouraged to take control of their condition and the Academy aims to ensure that students feel confident in the support they receive from the Academy to help them do this;
- We aim to include all pupils and students with medical needs in all Academy activities;
- Parents/Carers of pupils and students with medical needs feel secure in the care their child receive at the Academy;
- The Academy understands that certain medical needs are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood;
- All staff understand the common medical needs that affect pupils and students at the Academy.

2.2 All Academy staff understand and are trained in what to do in an emergency for the most common serious medical needs at the Academy:

- All staff are aware of the most common serious medical needs at the Academy;
- Staff at the Academy understand their duty of care to pupils and students in the event of an emergency. In an emergency situation Academy staff are required under common law, duty of care to act like any reasonably prudent parent/carer. This may include administering medication;
- All staff who work with groups of pupils and students receive training and know what to do in an emergency for the pupils/students in their care with medical needs;
- The Academy uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils and students in their care who may need emergency help;
- The Academy has procedures in place so that a copy of the students' Hospital Information Sheet is sent to the emergency care setting with the pupil/student.

2.3 All Academy staff understand and are trained in the Academy'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 and who to contact within the Academy;
- Training is refreshed for all staff at least once a year;
- Action to take in a general medical emergency is displayed in prominent locations for staff;
- If a pupil or student needs to be taken to hospital and parents/carers are not able to take them, a member of staff will always accompany them and will stay with them until a parent/carer arrives. Generally, staff should not take students to hospital in their own car as the Academy has an account with A2B Cabs and staff should use this taxi firm to escort pupils/students to hospital.

2.4 The Academy has clear guidance on the **administration of emergency medication**:

- All pupils and students at the Academy with medical needs have easy access to their emergency medication;

- All pupils and students are encouraged to carry their Epipen/Inhalers/Diabetic Kits and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition;
- All pupils and students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits;
- Pupils and students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

2.5 The Academy has clear guidance on the **administration of general medication**:

- All use of medication defined as a controlled drug, even if the pupil/student can administer the medication themselves, is done under the supervision of a named member of staff at the Academy;
- The Academy 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 pupil/student taking medication unless they have been specifically contracted to do so;
- There are several members of staff at the Academy who have been specifically trained to administer medication;
- Any member of staff may administer prescribed and non-prescribed medication to pupils/students under the age of 18, but only with the written consent of the pupil or student's parent/carer;
- Training is given to all staff members who agree to administer medication to pupils/students, where specific training is needed. The Academy provides full indemnity;
- All Academy staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication;
- In some circumstances medication is only administered by an adult of the same gender as the pupil/student, and preferably witnessed by a second adult;
- Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately;
- If a pupil/student at the Academy refuses their medication, staff will record this and follow the relevant procedures. Parents/carers are informed as soon as possible;
- All staff attending off-site visits are aware of any pupils/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;
- If a trained member of staff, who is usually responsible for administering medication is not available the Academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities;
- If a pupil/student misuses medication, either their own or another's, their parents/carers are informed as soon as possible. These pupils/students are subject to the Academy's usual disciplinary procedures;
- Every dose administered is recorded and the log signed by administering staff member and a copy kept in the pupils'/students' medical record file.

2.6 The Academy has clear guidance on the **storage of emergency medication at school**:

- Emergency medication is readily available to pupils/students who require it at all times during the Academy day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available to all staff;
- Most pupils/students at the Academy carry their emergency medication on them at all times and keep their own emergency medication securely;
- Pupils and students at the Academy are reminded to carry their emergency medication with them;
- Pupils and students, whose healthcare professionals and parents/carers advise the Academy that their child is not yet able or old enough to carry their own emergency medication, know exactly where to access their emergency medication.

2.7 The Academy has clear guidance on the safe **storage of non-emergency medication:**

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupil and students with medical needs know where their medication is stored and how to access it;
- Staff ensure that medication is only accessible to those for whom it is prescribed.

2.8 The Academy has clear **general guidance on the safe storage of medication:**

- There is an identified member of staff who ensures the correct storage of medication at the Academy;
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils/students normally administer the medication themselves;
- The Academy Medical Needs Assistant checks the expiry dates for all medication stored at the Academy at least once a month;
- The identified member of staff, along with the parents/carers of pupils/students with medical conditions, ensures that all emergency and non-emergency medication brought in to Academy is clearly labelled with the pupils'/students' name, the name and dose of the medication and the frequency of dose;
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupils'/students' name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency;
- Medication is stored in accordance with instructions, paying particular note to temperature;
- Some medication for students at the Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils/students or lockable as appropriate;
- It is the parents/carers responsibility to ensure new and in date medication comes into Academy on the first day of the new academic year.

2.9 **Safe disposal of medication**

- Parents/carers are notified that expired medication will be disposed of safely and securely.
- Expired medication is disposed of at local pharmacy by the Medical Needs Assistant.
- The Medical Needs Assistant is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least monthly and is always documented.

- Sharps boxes are used for the disposal of needles. All sharps boxes in the Academy are stored in the Medical Room.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, the Academy or the student's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

2.10 The Academy has clear **guidance about record keeping:**

**Enrolment forms**

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

**Healthcare Plans - Drawing up Healthcare Plans**

- The Academy uses a Healthcare Plan to record important details about individual student's medical needs at Academy, their triggers, signs, symptoms, medication and other treatments.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent either at the start of the Academy year, at enrolment or when a diagnosis is first communicated to the Academy.
- If a pupil/student has a short-term medical condition that requires medication during Academy hours, a medication form plus explanation is sent to the pupil's/student's parents/carers to complete.
- The parents/carers, healthcare professional and pupil/student with a medical condition are asked to fill out the Healthcare Plan together. The parent/carer is then responsible for returning these completed forms to the Academy.
- The Academy ensures that a relevant member of the NHS is also present, if required to help draw up a Healthcare Plan for pupils/students with complex healthcare or educational needs.
- Healthcare Plans are used to create a centralised register of pupils/students with medical needs.

**Healthcare Plans - Ongoing communication and review of Healthcare Plans**

- Parents/carers of Academy pupils/students are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff at the Academy use opportunities such as teacher–parent meetings and home contact to check that information held by the Academy on a pupils'/students' condition is accurate and up to date.
- Every pupil/student with a Healthcare Plan at the Academy has their plan reviewed at least once a year.

### **Healthcare Plans - Storage and access to Healthcare Plans**

- Parents/carers and pupils/students at the Academy are provided with a copy of their current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at the Academy.
- Apart from the central copy, specified members of staff securely hold copies of pupils'/students' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils/students have access to the Healthcare Plans.
- Health Care Plans are also accessible on SIMS.
- The Academy ensures that all staff protect pupil/student confidentiality.
- The Academy will seek permission from parents/carers to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during Academy hours or at an Academy activity outside the normal Academy day. This permission will be included on the Healthcare Plan.
- The Academy seeks permission from the pupil/student and parents/carers before sharing any medical information with any other party, such as when a pupil/student takes part in a work experience placement.

### **Use of Healthcare Plans**

- Healthcare Plans are used by the Academy to inform staff about the individual needs of a pupil/student with a medical condition in their care, to remind pupil/students with medical conditions to take their medication when they need to, remind them to keep their emergency medication with them at all times (if appropriate), to identify common or important individual triggers for students with medical conditions at the Academy that bring on symptoms and can cause emergencies.
- The Academy uses this information to help reduce the impact of common triggers, ensure that all medication stored at the Academy is within the expiry date, ensure the Academy's local emergency care services have a timely and accurate summary of a pupils'/students' current medical management and healthcare in the event of an emergency and to remind parents/carers of pupils/students with medical conditions to ensure that any medication kept at the Academy for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

- If a pupil/student requires regular prescribed or non-prescribed medication at the Academy, parents/carers are asked to provide consent by completing the Medication Permission Form (MPF) or on the child's Healthcare Plan giving the pupil/student or staff permission to administer medication on a regular/daily basis. The MPF is sent to parents/carers for pupils/students taking short courses of medication.
- All parents/carers of pupils/students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan or MPF.
- If a pupil/student requires regular/daily help in administering their medication, then the Academy outlines the Academy's agreement to administer this medication on the pupil's/student's Healthcare Plan. The Academy and parents/carers will keep a copy of this agreement.

- Parents/carers of pupils/students with medical conditions at the Academy are all asked at the start of the Academy year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.
- In Year 7 – 13 during one off incidents where non-prescribed medication is required, staff will obtain verbal consent via a parent/carer to administer anti-histamine cream only. All other medication will require written consent from parent/carers.

### **Residential visits**

- Parents/carers are sent a residential visit form to be completed and returned to the Academy shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupils'/students' current condition and their overall health. This provides essential and up-to-date information to relevant staff and Academy supervisors to help the pupil/student manage their condition while they are away. This includes information about medication not normally taken during Academy hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-Academy hours activities where medication is required. These are accompanied by a copy of the pupils'/students' Healthcare Plan.
- All parents/carers of pupils/students with a medical condition attending an Academy trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

### **Other record keeping**

- The residential visit form also details what medication and dosage the pupil/student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their needs while they are away.
- The Academy keeps an accurate record of each occasion an individual pupil/student is given or supervised taking medication. Details of the supervising staff member, pupil/student, dose, date and time are recorded. If a pupil/student refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- The Academy keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **3 The Academy ensures that the whole Academy environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

### **3.1 Physical environment**

- The Academy is committed to providing a physical environment that is accessible to pupils/students with medical needs.
- Pupils/students with medical needs are included in the consultation process to ensure the physical environment at the Academy is accessible.
- The Academy's commitment to an accessible physical environment includes out-of-school visits. The Academy recognises that this sometimes means changing activities or locations.



### 3.2 Social interactions

- The Academy ensures the needs of pupils/students with medical needs are adequately considered to ensure their involvement in structured and unstructured social activities, including during lunchtime, before, and after school.
- The Academy ensures the needs of pupils/students with medical needs are adequately considered to ensure they have full access to extended school activities such as breakfast club, school productions, after school clubs and residential visits.
- All staff at the Academy are aware of the potential social problems that pupils/students with medical needs may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the Academy's anti-bullying and behaviour policies.
- Staff use opportunities such as personal development [PD] lessons to raise awareness of medical needs amongst students and to help create a positive social environment.

### 3.3 Exercise and physical activity

- The Academy understands the importance of all pupils/students taking part in sports, games and activities.
- The Academy ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils/students.
- The Academy ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils/students in their care who have been advised to avoid or to take special precautions with particular activities.
- The Academy ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils'/students' medical needs when exercising and how to minimise these triggers.
- The Academy ensures all pupils/students have the appropriate medication or food with them during physical activity and that pupils/students take them when needed.
- The Academy ensures all pupils/students with medical needs are actively encouraged to take part in out-of-school clubs and team sports.

### 3.4 Education and Learning

- The Academy ensures that pupils/students with medical needs can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at the Academy are aware of the potential for pupils/students with medical needs to have Special Educational Needs and Disabilities (SEND). Pupils/Students with medical needs who are finding it difficult to keep up with their studies are referred to the SEND Co-ordinator responsible for pupils/students identified as having learning difficulties and/or disabilities. The Academy's SEND Co-ordinator, having liaised with the pupils'/students' Tutor, Head of Year and teachers, consults with the pupils/students and parents/carers to set up a meeting to ensure the effect of the pupils'/students' condition on their schoolwork is properly considered.

**4 The Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Academy is actively working towards reducing or eliminating these risks and has a written schedule of reducing specific triggers to support this. [Appendix 1]**

- 4.1 The Academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at the Academy and on out-of-Academy visits.
- 4.2 Academy staff have been given training on medical needs. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical needs.
- 4.3 The Academy uses Healthcare Plans to identify individual pupils/students who are sensitive to particular triggers. The Academy has a detailed action plan to ensure these individual pupils/students remain safe during all lessons and activities throughout the Academy day.
- 4.4 Full health and safety risk assessments are carried out on all out-of-Academy activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical needs.
- 4.5 The Academy reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the Academy's policy and procedures are implemented after each review.

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

5.1 The Academy works in partnership with all interested and relevant parties including the Local Governing Body, the Parents' Forum, Community, all school staff, employers, community healthcare professionals and pupils/students with medical needs to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical needs policy at the Academy. These roles are understood and communicated regularly.

5.2 Employer

- The Academy, as an employer, has a responsibility to ensure the health and safety of their employees and anyone else on the premises or taking part in Academy activities (this includes all pupils/students.)
- This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips to ensure health and safety policies and risk assessments are inclusive of the needs of students with medical needs.
- The Assistant Principal - SENDCo ensures the Supporting Pupils with Medical Needs Policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity for staff who volunteer to administer medication to students with medical needs.

### 5.3 Assistant Principal - SENDCo

The Academy's Assistant Principal - SENDCo has a responsibility to:

- Ensure the Academy is inclusive and welcoming;
- Ensure that the medical needs policy is in line with local and national guidance and policy framework;
- Ensure the policy is put into action, with good communication of the policy to all parties;
- Ensure every aspect of the policy is maintained;
- Ensure that information held by the Academy is accurate and up to date and that there are good information sharing systems in place using pupils'/students' Healthcare Plans;
- Ensure pupil/student confidentiality;
- Assess the training and development needs of staff and arrange for them to be met;
- Ensure all supply teachers and new staff know the medical needs policy;
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical needs register;
- Review and update the policy at least once a year;
- Report back to all key stakeholders about implementation of the medical needs policy.

### 5.4 All Academy Staff

All staff at the Academy have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical needs and know what to do in an emergency;
- Understand the Academy's medical needs policy;
- Know which pupils/students in their care have a medical condition and be familiar with the content of the pupil's/student's Healthcare Plan;
- Allow all pupils/students to have immediate access to their emergency medication.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school;
- Ensure pupils/students who carry their medication with them have it when they go on an Academy visit or out of the classroom;
- Be aware of pupils/students with medical needs who may be a potential target for bullying or need extra social support;
- Understand the common medical needs and the impact it can have on pupil/students (pupil/students should not be forced to take part in any activity if they feel unwell);
- Ensure all pupils/students with medical needs are not excluded unnecessarily from activities they wish to take part in;
- Ensure pupils/students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### 5.5 Teaching Staff

Teaching staff at the Academy have a responsibility to:

- Ensure students who have been unwell catch up on missed work;

- Be aware that medical needs can affect pupils'/students' learning and provide extra help when pupils/students need it;
- Liaise with the parents/carers, the pupils'/students' healthcare professionals, SEND Coordinator and welfare services and external partners if a child is falling behind with their work because of their condition;
- Use opportunities such as tutor time, other organised health and wellbeing related events and other areas of the curriculum to raise pupil/student awareness about medical needs.

#### 5.6 First Aiders

First aiders at the Academy have a responsibility to:

- Review their training every three years and gain practical experience to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the Academy;
- When necessary, ensure that an ambulance or other professional medical help is called.

#### 5.7 SEND Co-ordinator

The SEND Co-ordinator has a responsibility to:

- Know which pupils/students have a medical need and which have SEND because of their condition;
- Liaise with Departments to ensure pupils/students who have been unwell catch up on missed Academy work;
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

#### 5.8 Heads of Year

Heads of Year at the Academy have a responsibility to:

- Know which pupils/students have a medical need and which have SEND because of their condition;
- Ensure all pupils/students with medical needs are not excluded unnecessarily from activities they wish to take part in.

#### 5.9 Local Doctors and Specialists Health Care Professionals

Individual Doctors and specialist healthcare professionals caring for students that attend the Academy have the responsibility to:

- Prescribe medication;
- Offer every pupil/student (and their parents/carers) a written care/self-management plan to ensure pupils/students know how to self-manage their condition;
- Ensure the pupil/student knows how to take their medication effectively;
- Ensure pupils/students have regular reviews of their condition and their medication;
- Provide the Academy with information and advice regarding individual pupils/students with medical needs (with the consent of the student and their parents/carers);

- Understand and provide input in to the Academy’s Supporting Pupils with Medical Needs Policy.

#### 5.10 Pupils/Students

The pupils/students at the Academy have a responsibility to:

- Treat other pupils/students with and without a medical need equally;
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well;
- Let a member of staff know if another pupil/student is feeling unwell;
- Let any pupil/student take their medication when they need it;
- Treat all medication with respect;
- Know how to gain access to their medication in an emergency;
- Know how to take their own medication and to take it when they need it, and;
- Ensure a member of staff is called in an emergency situation.

#### 5.11 Parents/Carers

The parents/carers of a child at the Academy have a responsibility to:

- Tell the Academy if their child has a medical need;
- Ensure the Academy has a complete and up-to-date Healthcare Plan for their child;
- Inform the Academy about the medication their child requires during Academy hours;
- Inform the Academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-Academy activities;
- Tell the Academy about any changes to their child’s medication, what they take, when, and how much;
- Inform the Academy of any changes to their child’s needs;
- Ensure their child’s medication and medical devices are labelled with their child’s full name;
- Provide the Academy with appropriate spare medication labelled with their child’s name;
- Ensure that their child’s medication is within expiry dates;
- Keep their child at home if they are not well enough to attend the Academy, and keep at home for 24 hours following vomiting;
- Ensure their child catches up on any Academy work they have missed;
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional, and;
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

## APPENDIX 1

### Policy on Diabetes

The Academy welcomes pupils/students who have diabetes and encourages them to participate fully in Academy activities. The Academy will advise staff on the practical aspects of diabetes management. Records will be kept of pupils/students with diabetes and will make central access available for emergency rations and medication.

The Academy expects that parents/carers will inform staff of details relating to the diabetes of their son/daughter, together with clear guidance on the usage of medication etc. The Academy expects all pupils/students to take responsibility for the management of their diabetes and will provide appropriate support where necessary. It is essential to follow the Health and Safety Policy for the disposal of needles. A sharps bin is provided for those needing to dispose of needles or other sharps.

#### How to Deal with:

Hypoglycaemia is when the blood sugar levels become very low. 'Hypos' happen quickly, there are however symptoms / warning signs that will alert the young person.

Warning signs include:

- Hunger;
- glazed eyes;
- mood changes;
- sweating;
- trembling / shaking;
- drowsiness;
- headache;
- lack of concentration.

**~NEVER LEAVE A STUDENT ALONE WHO YOU THINK MAY BE HAVING A HYPO~**

#### Mild Hypo

- Allow them to have fast acting sugars such as fruit juice. There is an emergency supply in the First Aid Room.
- This must be followed up by a starchy carbohydrate such as digestive biscuits, crisps.

#### Moderate Hypo

- Administer entire tube of 'Hypo stop' gel if prescribed to the inside of the cheeks and massage to help absorption, this should take about 10 minutes.
- This must be followed up by a starchy carbohydrate such as digestive biscuits, crisps.

### **Severe Hypo**

- **DO NOT** give anything by mouth unless they have been prescribed Hypostop gel, which is squirted into the inside of the cheeks.
- Place in the recovery position.
- Call 999.

**Hyperglycaemia** – When the blood sugar levels become very high

### **Signs and symptoms**

- Dry skin;
- Fast pulse, heavy breathing;
- Smelly breath – Acetone;
- Extreme thirst;
- Confusion.

**~Call for an Ambulance Immediately~**

### **Policy on Administering Epipens**

The purpose of this policy is to describe the measures taken by the Academy to protect those pupils/students who may need to receive the administration of an Epipen. This policy only describes in outline the causes and symptoms of anaphylaxis. Staff will receive additional training from the allocated School Nurse.

Anaphylaxis can be triggered by goods [nuts, shellfish, dairy products] or non-foods [wasp and bee stings, certain medicines, even exercise]. The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system. In the event of an attack it is important to administer an Epipen as soon as possible and then call 999 for an ambulance.

At the beginning of each year Health Care Plans with the pupil's/student's photograph will be issued to staff in all House Areas, Reception and to Catering Staff. However, it is important to recognise that in a large school like the Academy, it is very difficult for all members of staff to know all pupils/students, and that a leading responsibility for monitoring for anaphylaxis falls to those adults that have most frequent contact with individual students.

After receiving advice from the School Nurse, it has been agreed that each child should have two Epipens in school, one to be kept on the pupil/student and one in the Medical Room. These will be labelled clearly with the pupil's/student's name and photograph. The date of the Epipens will be checked at regular intervals by the Medical Needs Assistant.

### **HOW TO DEAL WITH ALLERGIC REACTION / ANAPHYLACTIC SHOCK**

#### **Epipen administration**

- Pull off the grey safety cap.
- Hold Epipen with black tip approximately 10cms away from outer thigh.
- Black tip (of Epipen) should point towards outer thigh.
- Jab the outer thigh with the Epipen, it can go through clothing (excluding thick jeans).
- Hold in place for 10 seconds.
- Place Epipen in safe container, this should be handed over to the emergency services when they arrive.
- Massage injection site for 10 seconds.
- Place student in the recovery position.
- Student must seek further medical attention and attend accident and emergency.

*Pupils/students have been advised and should carry their own Epipen on them at all times. An Epipen should only be given to the pupil/student it is prescribed for.*



### **Policy on Asthma**

- The Academy welcomes pupils/students who have asthma and encourages them to participate fully in Academy activities.
- The Academy will advise staff on the practical aspects of asthma management.
- The Academy will keep a record of students with asthma as notified by parents/carers on the Medical Needs Register.
- The Academy expects that parents/carers will inform staff of up to date details relating to the asthma of their son/daughter, together with clear guidance on the usage of medication, inhalers, etc.
- The Academy expects all pupils/students to take responsibility for the bringing and caring for their inhalers, whether preventative or relief inhalers and the latter may be kept centrally where appropriate, but must be labelled clearly with the student's name if this is the case.
- The Academy will take steps to ensure that curriculum activities, e.g. Science experiments, are carried out with the needs of asthmatic students in mind.
- The Academy expects that all pupils/students with asthma bring any inhalers needed to PE lessons and carry them with them during the lessons wherever possible. PE staff will advise pupils/students to carry them with them outside for lessons and not to leave them in the locked changing rooms to ensure they can be used promptly if needed during the lesson. It is acknowledged that asthma can have an impact on certain elements of the PE curriculum but also that it should not provide a barrier to learning if dealt with in line with medical guidance.

### **Asthma Attacks – What to do:**

If an asthmatic student becomes breathless and wheezy or coughs continually:

- Keep calm, it is treatable;
- Let the pupil/student sit down in the position they find most comfortable, usually sitting down and leaning forward. **Do not make them lie down;**
- Let the pupil/student take their usual reliever treatment – normally a blue inhaler. If the pupil/student has forgotten their inhaler, and you do not have prior permission to use another inhaler, call a First Aider who will be able to administer an emergency inhaler once student's information has been checked.

Check the attack is not severe:

- Wait 5-10 minutes;
- If the symptoms disappear, the pupil/student can go back to what they were doing;
- If the symptoms have improved, but not completely disappeared, call the parents/carers and ask the student to take another dose of inhaler while waiting for them;
- If the normal medication has had no effect, see severe asthma attack below.

### **What is a Severe Asthma Attack?**

Any of these signs mean severe:

- Normal relief medication does not work at all;
- The pupil/student is breathless enough to have difficulty in talking normally;

- The pulse rate is 120 per minute or more;
- Rapid breathing of 30 breaths a minute or more, or if becoming exhausted.

### **How to deal with a Severe Attack**

Following the Academy protocol:

- Call for an ambulance;
- Inform the parents/carers;
- If the pupil/student has an emergency supply of oral steroids (e.g. prednisolone, prednesol) give them the stated dose now;
- Keep trying with the usual reliever Inhaler every 5-10 minutes and don't worry about possible overdosing;
- Avoid giving the pupil/student a 'reassuring hug' as he/she will need her arms, shoulders, rib muscles to help them breath;
- Do not take the pupil/student outside for 'fresh air' as cold air may increase the asthma attack.

### **Trigger Factors for Severe Asthma**

- Anxiety;
- Small furry animals;
- Chemicals;
- Exercising;
- Cold air/hot dry air;
- Dust;
- Pollen.

### **Policy on Epilepsy**

- The Academy welcomes pupils/students who have epilepsy and encourages them to participate fully in Academy activities.
- The Academy will advise staff on the practical aspects of epilepsy management and will liaise where appropriate with the Community and School Nursing Services. Advice to staff on epilepsy attacks will be published in the Care Plan.
- The Academy will keep a record of pupils/students with epilepsy as notified by parents/carers on the Medical Needs Register.
- The Academy expects that parents/carers will inform staff of details relating to the epilepsy of their son/daughter, together with clear guidance on the usage of medication etc.
- The Academy expects all students to take responsibility for the management of their epilepsy and will provide appropriate support where necessary.

### **Epilepsy – What to do**

- Pupils/students with epilepsy should never be left alone.
- If they are convulsing, ensure the environment around them does not place them in further danger.
- Dangerous objects should be removed from the area and their dignity maintained.
- If possible place a soft pad under their head to protect the face and prevent any injury. Do not use a pillow as this may cut off the airway.
- Time the seizure; if it last for more than 5 minutes or another seizure follows on, call for an ambulance.
- Place the person in the recovery position when safe to do so.