

# **Medical Policy**

**(relating to students)**

Reviewed by:	Resources Committee
Signed (Governing Board):	
Date:	Feb 2017
Next Review due:	Feb 2018

## Turton School Medical Policy

**Turton School is an inclusive community that aims to support and welcome students with medical conditions.**

1. Turton School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions.
2. We aim to provide all students with all medical conditions the same opportunities as others at the school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
3. Students are encouraged to take control of their condition. Students should feel confident in the support they receive from the school to help them to do this.
4. We aim to include all students with medical conditions in all school activities, accommodating medical needs as appropriate.
5. Turton School ensures that all staff understand their duty of care in the event of an emergency.
6. All staff feel confident knowing what to do in an emergency.
7. We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

**The medical policy is supported by a clear communication plan for staff, parents and students**

1. Parents will be informed about the medical policy:
  - at the start of the school year when communication is sent out requesting health information
  - when a new student is enrolled
  - via the school's website.
2. School staff will be informed about the medical policy during induction and reminded annually.

**Staff understand what to do in an emergency**

1. Staff are informed by email by the Health Care Assistant of any child with a medical condition within the school.
2. Staff 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.

3. Staff are aware that in the event of a medical emergency a first aid member of staff should be called and the guidelines for the condition followed.
4. First aid trained staff are always available. Details of first aid trained staff are available from reception.
5. Training is refreshed for first aiders every three years.
6. Action for staff to take in an emergency for asthma, epilepsy, anaphylaxis and diabetes is included in the Staff Health and Safety manual which is issued to all staff annually.
7. If a student needs to be taken to hospital a member of staff will accompany them if parents are unavailable or school will ask the parent to meet the ambulance at the A&E department.

### **Administration and storage of medication**

1. 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.
2. The Health Care Assistant is able to administer medication.
3. Students with medical conditions carry their own emergency medication which they are encouraged to carry and administer.
4. Spare Epipens, as provided by parents, are stored in the Medical room and are readily available to students who require them at all times. They are stored in individual containers labelled with the student's name and photograph.
5. Emergency epilepsy medication is kept in a locked cupboard in the medical room, the key for which is kept by the Health Care Assistant.
6. If parents have brought in spare medication for students with other medical conditions this is stored in the Medical room. Some medication may require refrigeration. Such medication is placed in the fridge and is clearly labelled. If the medication is a controlled drug it is kept in a locked cupboard in the medical room, the key for which is kept by the Health Care Assistant.
7. The Health Care Assistant, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students' name, the name and dose of the medication.
8. It is the parent's responsibility to ensure new and in date medication comes into school as required and is renewed in line with expiry dates. The Health Care Assistant takes any out of date medication to a pharmacy for safe disposal.
9. Parents are informed by email to inform the school of any changes to their son's/daughter's medication.
10. All staff taking trips off site are aware of any students with medical conditions on the visit. Where required individual risk assessments will be produced.

## **Record keeping**

Parents of students joining the school are asked if their son/daughter has any health conditions on the enrolment form and an email is sent out at the start of the academic year reminding parents to update the school during the year of any changes to medical conditions or medication.

## **Healthcare plans**

1. Healthcare plans are used to record details about individual students' medical needs at school. These are completed by the Health Care Assistant.
2. If a student has a short-term medical condition that requires medication during the school day, the parent writes a letter of instruction for the Health Care Assistant.
3. Parents are asked to inform the school if there are any changes to a student's symptom, medication or treatment to enable the health care plans to be updated.

## **Medical Register**

Details of medical conditions are entered onto SIMS.

**School environment – we ensure 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**

We are committed to providing a physical environment which is accessible to students with medical conditions.

## **Exercise and physical activity**

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

## **Education and learning**

- a) Students with medical conditions can participate fully in all aspects of the curriculum with appropriate adjustments and support being provided as required.
- b) Staff are aware of the potential for students with medical conditions to have special educational needs.
- c) Pastoral managers will liaise with the parents/young person where long term medical conditions require periods of absence from school. Work may be sent home if appropriate, or a referral may be made to the home hospital service if this is

supported by the students' GP. Pastoral managers will monitor attendance for such students.

- d) Following a period of absence a reintegration meeting will be arranged. At Key Stage 4, examination subjects will be prioritised and provision made for students to work in the Key Stage 4 Centre to catch up on missed work. If necessary a student's timetable may be revised to produce a personalised timetable to meet their needs.

### **Working with other agencies.**

The school works in partnership with staff, parents and community healthcare professionals to ensure the policy is planned, implemented and maintained effectively.

### **Employer**

The school's employer, Bolton Council, 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.

### **Headteacher**

The Headteacher 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, all school staff, school nurses, parents and governors.
- 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 systems in place using students' health care plans.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply and new teachers know the medical conditions policy.
- Update the medical conditions policy at least once a year according to review recommendations and recent local and national guidance and legislation.

### **All school staff**

All staff 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 access to their emergency medication.
- Maintain effective communication with parents including informing them if their son/daughter has been unwell at school.
- Ensure students who carry their medication with them have it when they go on a school visit
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.

- Ensure students with medical conditions are not excluded unnecessarily from activities in which they wish to take part.
- Allow students to have medication or food with them during any exercise and are allowed to take it when needed.

### **Teaching staff**

- Teachers have a responsibility to:
- Ensure students who have been unwell catch up on missed work.
- Be aware that medical conditions can affect a student's learning and provide extra help when required.
- Liaise with parents, the Group Tutor and the Pastoral Leader if a student is falling behind with their work because of their condition.

### **First Aiders**

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific incidents within the school
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Students**

Students have a responsibility to:

- Treat other students, with and without a medical condition, equally.
- Tell their parents, teacher, or nearest member of staff 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.
- Carry their emergency medication with them as required.
- Ensure a member of staff is called in an emergency situation.

### **Parents\***

The parents of a student have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up to date healthcare plan for their child
- Inform the school about the medication their child requires while taking part in visits, outings, field trips or other out-of-school activities.
- Inform the school about any changes to their son's/daughter's condition.
- Provide details about any medication required by a student, including the dosage and update the school with any amendments.
- Ensure any medication or medical devices are labelled with the student's full name.
- Provide the school with appropriate spare medication labelled with the student's full name.
- Ensure medication is within expiry dates.
- Keep their son/daughter at home if they are not well enough to attend school
- Ensure their son/daughter catches up on any school work they have missed.
- Ensure their son/daughter has regular reviews about their condition with their doctor or specialist healthcare professional.

\*The term 'parent' implies any person or body with parental responsibility e.g. foster parent or carer.

## **ASTHMA**

1. Call for First Aider immediately
2. Keep calm, help student to use inhaler if they have one.
3. Sit student in a comfortable position, sitting slightly forwards is best.
4. Encourage student to breathe slowly and deeply.
5. A mild attack should ease within a few minutes. If it does not, ask student to take another dose from their inhaler.

## **EPILEPSY**

1. Call for First Aider immediately.
2. Make space around the student. Ask other students to move away.
3. Remove any sharp or dangerous objects from pockets etc.
4. Protect the student's head from objects nearby and place soft padding around head and neck if possible.
5. Loosen tight clothing around student's neck.
6. Always let the student's seizure take its course without trying to restrict any movements.

## **DIABETES- HYPOGLYCAEMIA**

1. Call First Aider immediately.
2. Make student comfortable.
3. Give student a sugary drink. They may have their own in their bag.
4. Give student some sugary food if any available, sweets or chocolate are ideal at this stage.
5. Stay with student and monitor until help arrives.

## **ANAPHYLACTIC SHOCK**

1. Call for First Aider immediately and dial 999 for an ambulance.
2. If student is having severe difficulty breathing, help them to use their EpiPen which they should have in their bag.
3. If they are unable to use their own EpiPen, it needs to be administered for them.
4. Pull off the safety cap and, holding the injector with your fist, place the tip firmly against the student's thigh to release the medication (it can be delivered through clothing).
5. Help the student to sit up in a position that best relieves any breathing difficulty.
6. Monitor student until help arrives.

**To call First Aider, ring the office on Ext 100, 101, 102 or 0.**