



Archbishop Holgate's School

A Church of England Academy

Medical Conditions and First Aid Policy

In this policy we explain how we support and protect those students with medical conditions and our first aid policy

| Last Review Date: September 201~~9~~7

| Next Review Date: September 20~~20~~18

Member of staff responsible: Deputy Head: Pastoral Care

Governors sub-committee responsible: Pastoral

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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Vision and Values of Archbishop Holgate's School

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

"A threefold cord is not easily broken." Ecclesiastes 4:12

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

Introduction

We, at Archbishop Holgate's School, aim to make the school welcoming and supportive to students with medical conditions and to those who require first aid. We appreciate our responsibility to meet the individual needs of the children concerned so that all students with medical conditions can be properly supported so that they can have full access to education, including school trips and PE. We appreciate that medical conditions encompass mental health as well as physical health conditions and we attach a high priority to promoting the health and well-being of all students within the school. We actively seek to prevent health problems emerging as well as to support those students with identified or emerging needs.

This school has consulted on the development of this policy with a wide-range of key stakeholders within both the school and health settings.

Aims of the Policy

- To encourage students with medical conditions to take control of their condition and to help them feel confident in the support they receive from the school to do this.
- To reassure parents/carers of students with medical conditions and those requiring first aid in the care their children receive at this school.
- To ensure school staff understand their duty of care to children and young people in the event of an emergency and know what to do in any such situation, including the administration of medication where required.
- To ensure all staff understand the common medical conditions that affect children at this school and appreciate the impact this can have on students.
- To ensure children with medical conditions, in terms of both physical and mental health, are properly supported in school so they can play a full and active role in school life, remain healthy and achieve their potential.
- To ensure the medical conditions policy is understood and supported by the whole school and local health community and that appropriate staff receive regular and appropriate training in supporting students with medical needs.
- To publicise the actions required to deal with common serious conditions at the school in prominent locations for all staff including kitchens, sports facilities and the main staff rooms.
- To use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
- To communicate Healthcare Plan information to appropriate emergency care settings where required.

* Emergency procedure action plans for anaphylaxis, asthma, diabetes and epilepsy can be found at

www.medicalconditionsatschool.org.uk

Medical Arrangements in School

The designated person with responsibility for students with medical needs **(that are not covered by a EHCP)** is the **SENDCO Office Manager**. The **Office Manager SENDCO's** responsibilities are outlined as follows:

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- To ensure all information on the medical needs of students is shared appropriately (including with supply staff) as parents inform the school, is risk assessed for extra-curricular activities, is kept secure, and up to date and that the school provides effective support for medical conditions within the school e.g. support for reintegration after prolonged absence or support for short term absence management.

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To ensure that medical needs are met to ensure student admission to the school and the provision of full-time education for individual students. This should be the start of term for new starters and within two weeks for those starting mid-term.

The designated person with responsibility for students with a EHCP is the SENDCO. The SENDCO's responsibilities are outlined as follows:

- To ensure all information on the medical needs of students is shared appropriately (including with supply staff), is risk assessed for extra-curricular activities, is kept secure, and up to date and that the school provides effective support for medical conditions within the school e.g. support for reintegration after prolonged absence or support for short term absence management.
- To ensure that medical needs are met to ensure student admission to the school and the provision of full-time education for individual students. This should be the start of term for new starters and within two weeks for those starting mid-term.

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To communicate with parents/carers, external agencies and relevant healthcare professionals to ensure effective standards of care and provision and the completion of documentation required in particular relating to individual healthcare plans. These should be compiled in line with guidance in Supporting

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- pupils at school with medical conditions (December 2015).
- To liaise with the Deputy Headteacher (Pastoral Care) concerning staff training e.g. how medical conditions may impact on the ability to learn and on confidence/emotional well-being, and how to support staff in understanding the medical conditions affecting students in the school.

The delegated responsibility for day to day administration of medicines falls to the duty First Aider. Their responsibilities are outlined as follows:

- To assist, as necessary with student self-administration of medicines.
- Administration of medicines as agreed with parents/carers, and the maintenance of necessary records.
- Ensuring that all relevant documentation concerning the administration of medicines is kept accurate and up-to-date.
- To organise and oversee provision for students with medical conditions on their transfer to the school or on their reintegration following absence.
- Liaison with lead members of staff to check the lists of students attending offsite activities and the liaison between home and the teacher in charge of the activity, to ensure that staff are prepared to deal with any necessary medical need or issues.
- Ensuring all staff know what action to take in the event of a medical emergency, including how to contact emergency services and what information to give and who to contact within the school.

If a student is taken ill during a school session and it is felt medical treatment is required then the following may occur

- The student is sent to the First Aider (accompanied by another student if necessary).
- An Emergency First Aider is sent for if the student is unfit to move.
- First aid is administered when necessary. Parents/carers may be contacted depending upon the nature of the problem and if it is thought that some follow up may be required.
- In more serious cases where hospital attention is deemed necessary, we will attempt to contact parents/carers who will be expected to take their child to hospital unless in an emergency.

- In an emergency, an ambulance will be called and the parent/carer will be contacted by the school. A member of staff will seek to accompany the student and, if possible, will stay with them until a parent arrives. Where possible, staff should not take students to hospital in their own car, unless there is no alternative. If a member of staff needs to drive a student to hospital, another member of staff or responsible adult must accompany them.
- If parents/carers cannot be contacted, school staff will act in loco parentis and will give permission for any emergency treatment. In this case, a member of staff will always accompany the student.

Please note the School is not allowed to administer drugs of any kind unless the medication has been sent in with the child and permission given.

The school has 1 defibrillator in school, which can be found outside the medical room.

All members of staff with defibrillator training are recorded on a register held in the school office.

▲ Medication

Students with identified medical conditions (asthma, diabetes and anaphylaxis) are encouraged to carry securely and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. Parents should provide the school with up to date information on their child's medical needs. No child under 16 should be given prescription or non-prescription medicines without written parental consent unless in exceptional circumstances .e.g. the medicine has been prescribed without parental knowledge. No child under 16 should be given medicine containing aspirin unless prescribed by a doctor.

Where possible students carry their emergency medication with them at all times, except where they are unable to do this or if this medication is a controlled drug as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. It is the parents' responsibility to alert school if their child has been prescribed a controlled drug which they need to take during the school day.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Students who do not carry and administer their own emergency medication understand the arrangements for staff to assist them take their medication safely.

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. However, all school staff 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. Any member of staff should know what to do to seek help and respond accordingly when they become aware that a student with a medical condition needs help. Training is given to all staff members who agree to administer medication to students, where specific training is needed.

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.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. The adult must be trained to administer such medication.

Parents/carers must notify the school immediately if their child's medication changes or is discontinued, or the dose or administration method changes.

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If a pupil refuses their medication, staff record this and parents/carers are informed as soon as possible. If a pupil misuses medication, either their own or another student's, their parents/carers are informed as soon as possible and we phone for medical advice (this will normally result in a transfer to hospital). These students are subject to the school's usual disciplinary procedures.

All staff attending off-site visits ~~are informed 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. A first aider will always be available on any remote off-site activities. ask parents to complete an up to date medical form, to inform them regarding any medical conditions.~~ For any remote trips first aid availability will be considered in the trip planning and a decision taken on whether to allow the trip to take place taken by the Head teacher.

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If a trained member of staff, who is usually responsible for administering medication, is not available we will make alternative arrangements to provide the service.

Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. Parents are responsible for informing the school and providing the medication.

All non-emergency medication, not carried by students, is kept in a secure, cool dry place. Students with medical conditions know where their medication is stored and how to access it.

Staff will ensure that medication is only accessible to those for whom it is prescribed.

~~The school has purchased a spare inhaler and spacers to use with it in cases where a student has forgotten or lost their medication, or if it has run out. A letter is sent to parents if this has been used.~~

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▲ There is an identified member of staff who ensures the correct storage of medication at school. It is the parents' responsibility to ensure medication provided to school is in date. The identified member of staff, along with the parents/carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose where required.

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All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's 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 this school 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 students or lockable as appropriate.

It is the parents' responsibility to ensure medication provided to school is in date. Families are informed where new medication is required. If a child's medication stored in school is out-of-date it is taken to the local pharmacy where it is disposed of safely, in line with guidance given.

It is the parent's/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Sharps boxes are used for the disposal of needles. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

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 or to school or the student's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Record Keeping

Parents/carers are asked if their child has any health conditions or health issues on information forms, which are 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 record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans are used to create a central register of students with medical needs. The designated first aider is responsible for keeping a record of all students with Healthcare Plans and liaises with the SENCO regarding this register.

The responsible member of staff follows up with the parents/carers any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

If a pupil has a short-term medical condition that requires medication during school hours a note is required from parents/carers to this effect.

An accurate record of each occasion an individual pupil is given or supervised taking medication is kept in school. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

School Healthcare Plan register

Parents/carers and the relevant medical professional are required to inform the school if there has been a change to the details of the Healthcare Plan.

Every pupil with a Healthcare Plan at this school should have their plan discussed and reviewed with a medical professional at least once a year. The Healthcare Plan will be used to identify and address training needs for staff in liaison with healthcare professionals. Training must be sufficient for staff to understand the nature of the conditions, their implications and preventative and treatment measures.

Healthcare Plans for individuals must define what constitutes an emergency in terms of symptoms, procedures and action to be taken.

Risk assessments must be carried out, where required, to ensure that students with healthcare plans can participate safely in day trips, residential visits and sporting activities. These should be drafted in discussion with the student, parents/carers, school staff and relevant healthcare professionals.

Storage and Access to Healthcare Plans

All members of staff who work with groups of students have electronic access to the Healthcare Plans of students in their care. All staff are aware of the need to protect pupil confidentiality in line with Data Protection requirements.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.

Residential Visits

Parents/carers sending their son/daughter on residential or extended day visits are responsible for ensuring that their school medical details have up-to-date information about the student's current condition and their overall health, including information about current medication and medication not normally taken during school hours. The supply of this information from parents/carers is essential where these details have altered from the data collected by the school at the start of the year. Parental consent to administer any medication will be acted upon in line with this documentation unless written instructions are given to the contrary.

All medical information forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan where required.

Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school keeps an up-to-date [list of](#) first aiders.

School Environment

This school is committed to providing a physical environment that is accessible to students with medical conditions, including participation in out of school visits and extra-curricular activities. We believe that all students are entitled to participate fully in activities associated with the school and will attempt at all times to accommodate students with medical needs, however, consideration must also be given to the level of responsibility that staff can be expected to accept as indicated and agreed on the Care Plan, or in liaison with parents/carers for those without a Care Plan.

All staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as PSICHE to raise awareness of medical conditions amongst students and to help create a positive social environment.

Our school understands the importance of all students taking part in sports, games and activities and we ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities and are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

We seek to ensure that all students have the appropriate medication or food with them during physical activity and that students take this when needed.

We ensure that students with medical conditions can participate fully in all aspects of the curriculum and we ensure that appropriate adjustments and extra support are provided where required.

Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO. The school's SENDCO consults the pupil, parents/carers and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visit and seeks to reduce or eliminate these health and safety risks where possible.

Food Allergies and Intolerances

Even in their most severe form, allergies and severe allergic reactions (anaphylaxis) are very definitely manageable. All students with a diagnosed severe food allergy must have an individual care plan with food/meal arrangements being covered when the plan is drawn up by their medical professional.

We recommend that students with severe food allergies bring a home packed lunch. Where parents/carers wish their children to be provided with school meals, a meeting can be arranged with the Catering Manager to discuss catering provision to facilitate an informed choice about whether or not they wish their child to receive meals.

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▲ A critical element of managing the risk from food allergens is ensuring that appropriate "emergency arrangements" are in place. These arrangements must be in place regardless of whether meals are provided by the school/setting.

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The School's Catering Company position is that they have taken positive steps to reduce the likelihood that nuts will be found in any recipes/menus. Nuts are not used as ingredients. However, please note that, due to production methods of suppliers of raw ingredients, it is not possible for them to guarantee the child will not come into contact with allergens.

Kitchen staff must be made aware of the children affected by possible allergies that they provide for, through their Healthcare Plans. The basic relevant information from the care plan, including a photo of the child is shared with the kitchen staff. Kitchen and canteen staff have received anaphylaxis training.

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▲ Students with anaphylaxis are expected to carry one epipen with them. The school should be supplied with a spare epipen for each affected pupil. It is the students responsibility to know how to administer the epipen. These will be kept in the medical room within school.

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Insurance Details

The School has a Public Liability Policy in place provided by the Local AuthorityA.

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The Public Liability policy covers the insured, school governing body, teachers, other employees and volunteers should a claim be made against them from a pupil who alleges that they have sustained an injury or damage to their property as a result of the negligent provision of medical treatment.

The policy covers the administration or supervision of prescription and non-prescription medication orally, topically, by injection or by tube and the application of appliance or dressings. This applies to both straightforward and complex conditions.

The policy applies to all school activities including extra curricula activities and school trips at home and abroad. Cover also applies to any first aid activities carried out by teachers, employees and volunteers.

Where required or offered extra insurance is in place. For example: on most ~~for~~foreign trips the travel company will provide insurance.

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Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. The school's complaints procedure can be found on the school website:

www.archbishopholqates.org

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Appendix One - Guidance on Common Conditions

Asthma

- The school expects all students to take responsibility for the bringing and caring for their inhalers, whether preventative or relief inhalers.
- Curriculum activities e.g. Science experiments, must be carried out with the needs of asthmatic students in mind.

Dealing with Asthma Attacks

If an asthmatic student becomes breathless and wheezy or coughs continually keep calm and do the following:

- Let the student sit down in the position they find most comfortable, usually sitting down and leaning forward. Do not make them lie down.
- Let the student take their usual treatment. If the student has forgotten their inhaler, and you do not have prior permission to use another inhaler then contact the main office immediately.
- Check the attack is not severe - see below.
- Wait 5 - 10 minutes.
- If the symptoms disappear, the student can go back to what they were doing.
- If the symptoms have improved, but not completely disappeared, call the office and ask the student to take another dose of the inhaler while waiting for a response.
- If the normal medication has had no effect, see severe asthma attack below.

Severe Asthma Attacks

Any of these signs mean severe:

- Normal relief medication does not work at all.
- The student is breathless enough to have difficulty in talking normally.
- The pulse rate is 120 per minute or more.
- Rapid breathing of 30 breaths per minutes.

In the event of a severe attack summon First Aid Assistance and Contact the Main Office Immediately

- If the students has an emergency supply of oral steroids (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 a "reassuring hug" as s/he will need her arms, shoulders, rib muscles to help them to breath.
- Do not take the student outside for "fresh air" as cold air may increase the asthma attack.

Triggers for Severe Asthma

- Anxiety
- Small furry animals
- Chemicals
- Exercising
- Cold air

Administering Epipens

Anaphylaxis can be triggered by foods (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 immediately call the main office for a First Aider.

At the beginning of each year, the names and photographs of all children at risk will be issued to staff via the updated medical register. Photos of these children are also on display in the main staff room. The leading responsibility for monitoring for anaphylaxis falls to those adults that have most frequent contact with individual children.

After receiving advice from the [school nurse medical professionals](#), it has been agreed that each child should have two epipens in school. One pen will be carried by the student with the second stored in the medical room. The date of the epipens will be checked at regular intervals.

Appendix Two – Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion.
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the medical room unsupervised or with someone unsuitable.
- Penalize children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany a child.