

Hatfeild Primary School

Medical Conditions Policy



This policy has been written with reference to the Dfe Statutory Guidance to Supporting Children at School with Medical Conditions and Children and Families Act 2014.

Review: Annually

Signed: _____ Chair of Governors

_____ Headteacher

_____ Member of Staff Responsible

Date: February 2023

Review Date: February 2024

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.

- o Hatfeild Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- o Hatfeild Primary school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- o Pupils with medical conditions are encouraged to take control of their condition.
- o Pupils feel confident in the support they receive from the school to help them do this.
- o Hatfeild Primary school aims to include all pupils with medical conditions in all school activities.
- o Hatfeild Primary School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- o All staff feel confident in knowing what to do in an emergency.
- o Hatfeild Primary school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation

- o Parents are informed about the medical conditions policy :
 - o Via the school website.
 - o Through the school newsletter
- o School staff are informed and reminded about the medical policy
 - o At induction for new staff.
 - o Via communication from SLT
 - o At scheduled medical conditions training

3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- o First Aid trained staff are aware of the most common serious medical conditions at this school
- o Staff at Hatfeild Primary School understand their duty of care to pupils 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.
- o First Aid trained and PE staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.
- o Training is refreshed for first aiders and PE staff at least once a year.
- o Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the medical room and is in health care plans.

See appendix 1

See appendix 2

See appendix 3

See appendix 4

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

- o All staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
 - To contact a first aid member of staff or school nurse within student services
- o Training is refreshed for all staff at least once a year.
- o Action to take in a general medical emergency is displayed in prominent locations for Staff – e.g. medical room, staff room and, for those who have children with certain conditions, is held in the class file.
- o If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.
- o Staff should not take pupils to hospital in their own car.

5. The school has clear guidance on the administration of medication at school **Administration-emergency medication**

- o All pupils at this school with medical conditions have easy access to their emergency medication.
- o The medical room holds all emergency medication i.e. inhalers, epipens and insulin and this is administered by a member of staff who has agreed to do this and who has been trained.
- o All children who have been diagnosed with a long term medical condition which requires medication to be administered will need a Health Care Plan.

Administration-general

- o All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff.
- o Hatfield Primary School understands the importance of medication being taken as prescribed.
- o All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- o The school policy is that a short course of prescription drugs should be administered by parents/carers and when the child is not at school. For example, a course of antibiotics to be given three times a day – this should be administered before school, after school and before bed time.
- o Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- o Parents at Hatfield Primary School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- o All staff attending off-site visits are aware of any pupils 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.
- o The school will not accept or administer:
 - o Short term prescribed medicines that need to be administered 3 times per day (unless the child is attending a residential visit)
 - o Anti-histamines, paracetamol e.g. Calpol, ibuprofen or aspirin unless it forms part of the medication needing to be administered on a Health Care Plan.
- o Children are not permitted to bring non-prescribed medication to school e.g. cough sweets/medicine, paracetamol, ibuprofen and anti-histamines.

6. Hatfield Primary School has clear guidance on the storage of medication at school **Safe storage – emergency medication (epipens, buccal midazolam, insulin)**

- o Emergency medication is readily available to pupils who require it at all times in the school office during the school day. If the emergency medication (such as buccal midazolam) is a controlled drug and needs to be locked up, the keys are readily available in the key box in the office.

Safe storage – non emergency medication

- o All non-emergency medication is kept in a cupboard in the office. Pupils with medical conditions know where their medication is stored and school office staff and first aiders will administer if needed.
- o Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- o Three times a year a member of staff checks the expiry dates for all medication stored at school

- o Some medication at Hatfeild Primary School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the medical room. This is in a secure area, inaccessible to unsupervised pupils.
- o It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- o Parents are asked to collect out of date medication.
- o If parents do not collect out of date medication, medication will be sent home with their child

7. Hatfeild Primary School has clear guidance about record keeping

- o Parents at Hatfeild Primary School are asked if their child has any health conditions on the data collection form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

- o Hatfeild Primary School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the SENCo office as well as in the medical room.
- o Parents are regularly reminded to inform the school office if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is then passed on to the SENCo to ensure that the register of children with medical needs is updated and, if one is in place, healthcare plans can be updated accordingly.
- o Health Care Plans are only updated when parents inform the school of any changes. This is the parents responsibility. These are updated by the SENCo.
- o If a child has a new condition, or has just joined the school, and a Health Care Plan is needed, the School Nursing Service will be contacted for advice. The School Nurse may then deem it necessary to come in and meet with the parent to write an initial Health Care Plan.

School Medical register

- o All children with medical needs are placed on a centralised register of pupils with medical needs. The SENCo has responsibility for the register at Hatfeild Primary School.

Other Record Keeping

- o Class teachers hold a list of the children in their class with medical conditions. This is updated annually, or is added to if a new medical condition is advised by parents to the school.

8. Hatfeild Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

- o This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

- o This school understands the importance of all pupils taking part in sports, games and activities.
- o Hatfeild Primary School ensures classroom teachers; PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- o Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- o Hatfeild Primary School ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

- o Hatfeild Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided when needed.
- o Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Residential visits

- o Teachers will be aware of how a child's medical condition will impact on their participation, and there will be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- o The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. The school will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- o This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- o The following roles and responsibilities are used for the medical policy at this school.
- o These roles are understood and communicated regularly.
- o Appendix 1, 2, 3 and 4 are held by each class teacher and are on hand to look at in each classroom.

Governors

Hatfeild Primary school's Governors have a responsibility to:

- o Ensure the health and safety of the employees at Hatfeild and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or school journeys.
- o Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- o Ensure that school leaders consult health and social care professionals, pupils and parents to ensure children's needs are effectively supported.

Head teacher

Hatfeild Primary School's head teacher has a responsibility to:

- o Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- o Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- o Ensure the policy is put into action, with good communication of the policy to all.
- o Ensure every aspect of the policy is maintained.
- o Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- o Ensure pupil confidentiality.
- o Assess the training and development needs of staff and arrange for them to be met.
- o Ensure all supply staff and new teachers know the medical conditions policy.
- o Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Hatfeild Primary School have a responsibility to:

- o Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- o Understand the medical policy.
- o Know which students in their care have a medical condition.
- o Allow all students to have immediate access to their emergency medication.
- o Maintain effective communication with parents including informing them if their child has been unwell at school.
- o Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- o Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- o Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

First aiders

First aiders at this school have a responsibility to:

- o Give immediate help to casualties with common injuries or illnesses.
- o When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

The SENCo at this school have a responsibility to:

- o Help update the school's medical condition policy.
- o Know which pupils have a medical condition and which have special educational needs because of their condition.
- o Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in examinations.
- o Consult health and social care professionals, pupils and parents to ensure children's needs are effectively supported.
- o Liaise with the school nurse about the medical conditions of children in the school and advice when new Healthcare Plans need to be written.
- o To review and re-write (if necessary) Healthcare plans with parents.
- o Arrange with the school nurse relevant training for staff so that they can support the needs of children with medical conditions across the school.

School Nurse

- o The School Nurse will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that school nursing services are involved in the care plan process as appropriate including the following: seeking consent from the parent; arranging meetings with the parents to discuss the child's condition; the writing of new healthcare plans; the distribution of the plan to relevant parties.
- o The School Nurse will deliver (or arrange the delivery of) training to all relevant staff working with children with medical conditions.
- o The School Nurse will support Hatfeild Primary School with help and advice of a medical nature.
- o The School Nurse will provide information about where the school can access other specialist training.

Parents*

The parents of a student at this school have a responsibility to:

- o Tell the school if their child has a medical condition.
- o Ensure the school has a complete and up-to-date Healthcare plan for their child.
- o Inform the school about the medication their child requires while taking part in visits, outings or school journeys and other out-of-school activities.
- o Tell the school about any changes to their child's medication, what they take, when and how much.
- o Inform the school of any changes to their child's condition.

- o Ensure their child's medication and medical devices are labelled with their child's full name.
- o Provide the school with appropriate spare medication labelled with their child's name.
- o Ensure medication is within expiry dates.
- o Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

Pupils

The pupils at this school have a responsibility to:

- o treat other pupils with and without a medical condition equally
- o tell their parents, teacher or nearest staff member when they are not feeling well
- o let a member of staff know if another pupil is feeling unwell
- o let any pupil take their medication when they need it, and ensure a member of staff is called
- o treat all medication with respect
- o know how to gain access to their medication in an emergency
- o if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Appendix 1 - Asthma awareness for school staff

What to do in an asthma attack

- o Keep calm.
- o Send a responsible person IMMEDIATELY to the medical room to ask for a first aider and to fetch medication.
- o Encourage the child or young person to sit up and slightly forward.
- o Make sure the child or young person takes two puffs of reliever inhaler (usually blue)
- o immediately – preferably through a spacer.
- o Ensure tight clothing is loosened.
- o Reassure the child.

If there is no immediate improvement

- o Continue to make sure the child or young person takes one puff of reliever inhaler very minute for five minutes or until their symptoms improve.

Call 999 or a doctor urgently if:

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

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

- o coughing
- o shortness of breath
- o wheezing
- o tightness in the chest
- o being unusually quiet
- o difficulty speaking in full sentences
- o sometimes younger children express feeling
- o tight in the chest as a tummy ache.
- o

After a minor asthma attack

- o Minor attacks should not interrupt the involvement of a pupil with asthma in school.
- o When the pupil feels better they can return to school activities.
- o The parents/carers must always be told if their child has had an asthma attack.
- o

Important things to remember in an asthma attack

- o Never leave a pupil having an asthma attack.
- o If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.

In an emergency situation school staff are required under common law, duty of care, to

- o Act like any reasonably prudent parent.
- o Understand that reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- o Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- o A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

Appendix 2 – Epilepsy awareness for school staff

Complex partial seizures

Common symptoms

- o The person is not aware of their surroundings or of what they are doing
- o Plucking at their clothes
- o Smacking their lips
- o Swallowing repeatedly
- o Wandering around
- o

Send a responsible person to ask for a first aider to come to the pupil.

Call 999 for an ambulance if...

- o You know it is the person's first seizure
- o The seizure continues for more than five minutes
- o The person is injured during the seizure
- o You believe the person needs urgent medical attention
- o

Do...

- o Guide the person from danger
- o Stay with the person until recovery is complete
- o Be calmly reassuring

Don't...

- o Restrain the person
- o Act in a way that could frighten them, such as making abrupt movements or shouting at them
- o Assume the person is aware of what is happening, or what has happened
- o Give the person anything to eat or drink until they are fully recovered
- o Attempt to bring them round
- o Explain anything that they may have missed

Tonic-clonic seizures

Common symptoms:

- o the person goes stiff,
- o loss of consciousness
- o falls to the floor
- o

Do...

- o Protect the person from injury (remove harmful objects from nearby)
- o Cushion their head
- o Look for an epilepsy identity card/identity jewellery
- o Aid breathing by gently placing the person in the recovery position when the seizure has finished
- o Stay with them until recovery is complete
- o Be calmly reassuring

Don't...

- o Restrain the person's movements
- o Put anything in their mouth
- o Try to move them unless they are in danger
- o Give them anything to eat or drink until they are fully recovered
- o Attempt to bring them round

Call 999 for an ambulance if...

- o You know it is the person's first seizure
- o The seizure continues for more than five minutes
- o One seizure follows another without the person regaining consciousness between seizures
- o The person is injured
- o You believe the person needs urgent medical treatment

Appendix 3 - Anaphylaxis awareness for staff

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.

Eczema -cracked, dry, weepy or broken skin. Red cheeks.

Angioedema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:

These could include any of the above together with:

- o Difficulty in swallowing or speaking.
- o Difficulty in breathing -severe asthma
- o Swelling of the throat and mouth
- o Hives anywhere on the body or generalized flushing of the skin
- o Abdominal cramps, nausea and vomiting
- o Sudden feeling of weakness (drop in blood pressure)
- o Alterations in heart rate (fast Pulse)
- o Sense of Impending doom (anxiety/panic)
- o Collapse and unconsciousness
- o

TREATMENT

- o Send a responsible person to ask for first aider to come to student, to collect both epipens and to ask them to ring for an ambulance and parents.
- o If student conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.
- o Adult with training in epipen administration to administer child's epipen. Record time of giving.
- o If no improvement within 5 minutes then 2nd epipen to be administered.
- o Keep used epipens and give to paramedics when they arrive.

Appendix 4 - Diabetes awareness and treatment for staff

What is it?

- o Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.
- o There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).
- o Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:

Hypoglycaemia:

- o Hunger
- o Feeling 'weak' and confused
- o Sweating
- o Dry, pale skin
- o Shallow breathing
- o

Hyperglycaemia:

- o Thirst
- o Vomiting
- o Fruity/sweet breath
- o Rapid, weak pulse

First aid aims and Treatment.

Hypoglycaemia:

- o Follow the individual health care plan for the child.

Hyperglycaemia:

- o Follow the individual health care plan for the child.

Appendix 5 - Muscular Dystrophy awareness and treatment for staff

Muscular Dystrophies are a group of progressive inherited neuromuscular disorders. The term dystrophy refers to a progressive weakness of the muscles due to a breakdown of the muscle fibre. Some conditions are life limiting and others are milder. There is no known cure for this group of conditions but medical and surgical management with Physiotherapy and Occupational Therapy can improve the quality of life for these children.

Main Types of Muscular Dystrophy

Duchenne – affects boys and is diagnosed when the child is still young when he begins to have difficulty with mobility. Between the ages of 8 – 11 the boys will become unable to walk, and in their teens they will experience problems with respiratory muscles affecting their breathing. Life expectancy is shortened.

Becker – a milder form of dystrophy which progresses at a slower rate, also affecting boys.

Myotonic – can be congenital or develop later in life. Characterised by delayed relaxation of the muscles after contraction as well as muscle weakness.

Spinal Muscular Atrophy (SMA) – genetically inherited condition causing weakness of the muscles. There are 3 levels of severity of the disease.

Limb- Girdle – progressive muscle condition causing weakness in shoulder and pelvic girdle.

Congenital Myopathies – group of conditions causing muscle weakness and respiratory problems.

Charcot – Marie Tooth - slow progressive muscular weakness

Difficulties Pupils may Encounter

Difficulties with mobility

Frequent falls

Low stamina and physical fatigue

Susceptibility to changes in temperature

Eating and swallowing difficulties

Loss of power in upper limbs

Problems with toileting and self-care

Curvature of the spine and need for specialist seating

Lack of self – esteem

Depression