

BISHOP RAMSEY CHURCH OF ENGLAND SCHOOL



Managing Students' Medical Needs Policy

Date of Policy:	May 2016
Approval date:	May 2018
Next Review date:	May 2021
Review Body:	Local Governing Body
Approval Body:	Trust Board
Persons Responsible:	Mrs. D. Wiseman, SENCO & Mrs. A. James, Welfare Officer

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Students' Medical Needs

"Nevertheless, I will bring health and healing to it; I will heal my people and will let them enjoy abundant peace and security."
Jeremiah 33:6

Bishop Ramsey School takes its responsibilities for students' welfare very seriously. At all times the care of the student is paramount and this takes place within the relevant legislation. The school's Welfare Officers or anyone caring for students, including teachers and other school staff, have a common law duty of care to act like any reasonably prudent parent/carer. Staff need to make sure that students are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings, field trips or trips abroad.

Welfare in School

Our Welfare Officers and their representatives are First Aid trained – they are not trained nurses or doctors. They deal with medical situations in the light of their training.

Use of the Medical Room

Students may only use the Medical Room with permission from staff. The Welfare Officers can:

- provide water for dehydration
- check for obvious rashes
- take a temperature
- talk to a student to ascertain symptoms
- apply cold compresses
- apply sticking plasters
- administer emergency first aid in the case of an accident or injury
- telephone parents/carers and suggest the student should go home/see a doctor.

Administration of Drugs

- The Welfare Officer, or their representatives, will not administer Ibuprofen unless the drug has been prescribed by a doctor
- Only paracetamol may be administered in the Medical Room if supplied by the parent/carer. Ideally this should happen during break or lunchtimes
- Written permission must always be obtained from a parent or carer
- All medication must be in the original bottle or packaging clearly labelled with the student's name and form group
- The medication can be stored in cool conditions if necessary
- Only doctors can adjust the prescribed medication dosage
- Parents/Carers are responsible for expiry dates on all medication left with our Welfare Officers
- Parents/Carers must ensure that the Welfare Officers are aware of any medication or illness prior to their child taking part in a school trip.
- Students should collect their medication from the Medical Room at the end of the academic year and return it, if necessary, in the original bottle or packaging at the start of the new academic year.

Use of Emergency Services

The Welfare Officer will call an ambulance should there be any concern about a student's immediate health.

Parents/Carers will be contacted immediately and asked to come into school to travel in the ambulance or to meet their child at Casualty. A student will always be accompanied by a parent/carer or member of school staff when travelling in an ambulance.

Head Injuries

Should a student sustain a head injury while at school or attending a school trip, parents/carers will always be informed. The Welfare Officer will always look for signs of concussion/loss of consciousness such as drowsiness, nausea and confusion in the first instance. If the decision is made that, the child remains in school or on the trip, a Head Injury information sheet (see appendix 1) will be given to the child to take home or given to the parent/carer when they collect their child from school.

Sending a student home

If a student is too sick to remain in school, a Welfare Officer or their representative will phone home to request permission for the student to go home providing an outline of their concerns.

Students requiring medication for behaviour

Students taking drugs for ADHD, ADD, ODD or any other condition which affects their behaviour will be sent home if they have not taken their medication and if they pose a Health and Safety risk either to themselves or to others.

Students using crutches

Students who have been given crutches by the hospital for use at school can be given a lift pass by the Welfare Officer to assist with their movement around the school site. Parent/Carers will be asked to sign a form to guarantee the safe return of the lift pass. In the event of the lift pass being lost by the student a charge of £10 will apply.

Students using wheelchairs (following an accident or operation)

Students who have been given a wheelchair by the hospital, for use at school following an accident or operation will be required to attend a reintegration meeting with their parent/carer before returning to school. This will enable arrangements to be put in place to support their continuing education. The student's Year Director and the Welfare Officer will arrange the meeting at a mutually convenient time.

For Health and Safety reasons if the student is dependant on the wheelchair, he/she will be required to work in the LSU where there is easy access to disabled toilets and where Welfare Officers are available. Once the student is more mobile (e.g. using crutches) they will be able to return to their classes.

Record Keeping

The Welfare Officers will keep records of all drugs administered, to whom, time, date, name of drug and expiry date and a note to say written agreement of a parent/carer has been received.

Guidance on Infectious Diseases (Health Protection Agency, HPA)

The Welfare Officers follow guidelines in accordance with the HPA on the control of infectious diseases at school. Further information, if required, can be found on www.hpa.org.uk

ANAPHYLAXIS POLICY

1. **Anaphylaxis**

Anaphylaxis is a life threatening allergic reaction.

2. **Working with Parents/Carers**

On admission to Bishop Ramsey School each parent/carer will be asked to complete a medical form identifying any medical condition. Parents/Carers are advised that their child should carry one Epipen at all times in their blazer pocket with a second Epipen held in the School Office.

The Welfare Officers will keep a log to show the replacement dates for all Epipens. It is the parent/carers' responsibility to ensure that the Epipen carried by their child has not expired.

3. **Treatment Plan**

Attached to this policy is the Anaphylaxis treatment plan which is adhered to by members of staff at Bishop Ramsey.

4. **School Trips**

All students who carry Epipens will be checked prior to leaving the school to ensure that they are carrying the relevant medication with them. If a student is found without their medication this may prevent them from attending the trip. Back-up medication which is normally held in the School Office will be carried by a member of staff on the trip.

If your child is travelling on a school trip abroad by aeroplane a letter from your Doctor will be required to support your child's condition. (This is due to the nature of the medical equipment necessary to be taken on board.)

Any employer taking a student prone to an anaphylactic attack on a work experience placement must be advised of this medical condition prior to the placement by the Work Experience Co-ordinator.

5. **Indemnity**

All parents/carers of students liable to an anaphylactic attack will be asked to sign a form to indemnify all staff to administer an Epipen.

Dear

Child's Name: -----

I the person with parental responsibility for the above named child authorises certified members of staff of Bishop Ramsey Church of England School to administer an adrenalin injection to my child in the event of an Anaphylactic shock due to a severe allergic reaction.

I hereby indemnify the certified members of staff of Bishop Ramsey Church of England School and the London Borough of Hillingdon against any claim, loss, damage, injury or other effects of such emergency action on behalf of myself and my above named child.

Signed

Date

TREATMENT PLAN - ANAPHYLAXIS

If a student suffers an allergic reaction the following procedure will be followed:

- Welfare Officer is called.
- Initial assessment is made. Student is made comfortable
- If the attack is not severe an antihistamine, previously supplied by the parent/carer is administered.
- If an attack is severe the student's EpiPen is administered – staff to dial 999 – Parent/Carer informed of situation.
- If after five minutes the situation with the student has not improved; the second EpiPen will be administered whilst waiting for the ambulance.

WHAT IS ANAPHYLAXIS

Anaphylaxis is an extremely dangerous allergic reaction. An allergic reaction can happen in seconds, so fast recognition is essential. Below are possible signs and symptoms:

- Sudden swelling of the face, tongue, lips, neck and eyes.
- Difficult wheeze / tight chest; restricted airways.
- Rapid weak pulse.
- Vomiting, stomach cramps, diarrhoea.
- Itchy skin, red blotchy skin eruption.

ASTHMA POLICY

1. Asthma

Childhood asthma may affect as many as one in seven 2-15 year olds. Although some may outgrow asthma in their teens, a significant number of secondary age students suffer from asthma and so we as a school must be aware of and cater for these student's needs. As staff we are committed to the full integration of students with asthma. They are welcome at Bishop Ramsey School and are encouraged to fully participate in school life.

2. Working with Parents

On admission to Bishop Ramsey School each parent/carer will be asked to complete a medical form identifying any medical condition their child may have. If their child suffers from Asthma they will be provided with a School Asthma Form.

Parents/carers are asked to complete the School Asthma Form which lists the student's name, GP, Consultant, details of treatment together with clear guidance on correct drug dosage and usage. If any information changes parents/carers should contact the Welfare Office so the student's details can be updated accordingly.

A list of all students with medical conditions, including asthma, will be held by the School Welfare Office.

It is the parent/carer's responsibility to ensure that all medication carried by the student is up-to-date and any that changes to the medication should be notified to the Welfare Office.

3. Treatment Plan

Attached to this policy is the Asthma treatment plan which is adhered to by members of staff at Bishop Ramsey.

4. Access to Inhalers and Volumatic (spacers).

Students should always carry their blue inhalers with them, clearly labelled with their name and form and secured in their blazer pocket. From September 2015 the School will follow the guidelines from the Department of Health on the use of emergency Salbutamol Inhalers in school. These allow schools to purchase spare Salbutamol Inhalers and Volumatic Spacers to be used in emergencies if the student's own inhaler is empty, broken or unavailable. The cost of an emergency inhaler pack is £5.25. If in the event the student needs to use the emergency inhaler pack the spacer will be sent home with the student and we will need to be reimbursed for that Spacer at a cost of £3.65. .

5. PE and Games

PE staff have a major role to play in the good management of asthma at school. It is our aim that all students with asthma, except chronic sufferers, enjoy total normal activity. PE staff should ensure that all students have their inhaler available during PE. A student who does not have their inhaler with them may not be allowed to participate.

6. **Science and Technology**

Fumes from Science experiments and some processes carried out in Technology may trigger symptoms or attacks in students with asthma. In the laboratory fume cupboards should be used to avoid this.

Any student working in the Technology Rooms who may be susceptible to dust or fumes should be closely monitored and removed from the immediate area where there is any likelihood of distress.

7. **School Trips**

All asthmatic students will be checked prior to leaving school on a school trip to ensure that they have their reliever inhaler with them. Back up emergency inhaler packs, which are normally held in the Medical Room, will be carried by a member of staff on the trip. If a student is found without their inhaler, this may prevent them from attending the trip.

8. **Parental Consent (Opting out)**

If you have informed the school that your child is Asthmatic and you **do not wish** your child to be issued with the emergency inhaler pack we would request this in writing from the parent/carer.

Attached is a copy of a letter sent to parents/carers of new students regarding our Asthma procedure.

<date>

Dear Parent/Carer,

As part of the School Asthma Policy all students with Asthma should carry their inhalers with them at all times, clearly labelled with their full name and form group. This also applies to school journeys. Emergency inhaler packs will be held in the Medical Room and situated around the school for easy access.

As part of accepted good practice, we ask all parents/carers of students with asthma to help us to complete a School Asthma Form for their son or daughter. If you are unsure of any of the information we require, please take this Form to your Doctor/Nurse for completion and return it to the Welfare Office at School.

The completed Form will have details of the student's current treatment that may be required and also what steps to take should they have an asthma attack at school. The Form will help school staff to ensure that students with asthma receive the best possible treatment at all times.

The School Asthma Form should be updated if treatment is changed.

Thank you for your co-operation in this matter.

Yours faithfully

Mrs A James
Welfare Officer

TREATMENT PLAN - ASTHMA

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

- Keep calm and reassure them. It's treatable.
- Let the student sit down in the position they find most comfortable. Do not let them lie down. (Ideally the W position).
- .
- Let the student take their usual treatment - normally a blue inhaler. If they have forgotten their inhaler send for the Welfare Officer for the emergency inhaler pack.

Call the parents/carers.

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 parents/carers and give 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?

ALL 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 student is exhausted.
- You have concerns about the student's condition.

HOW TO DEAL WITH A SEVERE ATTACK

- Call an ambulance.
- Get someone to inform the parents/carers and arrange for them to meet their child at the hospital.
- Keep trying with the usual reliever inhaler every 5-10 minutes (give up to 15 puffs).

Don't worry about possible overdosing.

DIABETES POLICY

1. Diabetes

Diabetes affects about 1.4 million people in the UK. About 1 in every 700 school children has the condition and both boys and girls are equally affected. At Bishop Ramsey School we are committed to the full integration of students with diabetes. They are welcome at Bishop Ramsey School and are encouraged to fully participate in school life.

2. Working with Parents/Carers

On admission to Bishop Ramsey School each parent/carer will be asked to complete a medical form identifying any medical condition that their child may suffer from. If your child suffers from Diabetes this should be clearly notified. You will have the opportunity to make contact with a Welfare Officer prior to your child starting school to discuss any issues/concerns you may have.

If at any point your child is diagnosed with diabetes after completion of the medical form it is the parent/carer's responsibility to notify the school.

It is the parent/carer's responsibility to ensure that all medication is up-to-date and any changes to medication should be notified to the Welfare Officer.

3 Access to Medication

Students have the facility to check their blood levels and to have their daily lunchtime injection in the medical room. We also have the facility to store snacks for any students. All snacks and drinks sent in should be clearly labelled with the student's name and form group. If in the event a student finds they have no needles or cannot test their blood, the Welfare Officer will contact a parent / carer for replacement equipment. It is the student's responsibility to replenish their own medication/equipment.

4 School Trips

All diabetic students will be checked prior to leaving on a school trip to ensure that they have their relevant medication/equipment with them. Back up medication, which is normally held in the Medical Room, will be carried by a member of staff on the trip. If a student is found without their medication/equipment, this may prevent them from attending the trip.

Any employer taking a student who suffers diabetes on a work experience placement must be advised of this medical condition prior to the placement by the Work Experience Co-ordinator.

DIABETES TREATMENT PLAN

There are two main types of diabetes: - Type 1 and Type 2 (Diabetes can be controlled by Diet, Tablet or Insulin)

Signs and Symptoms of Diabetes

- Increased thirst
- Frequent urinating
- Extreme tiredness
- Weight loss
- Itching
- Blurred vision
- Glazed Eyes

TYPE 1

(Type 1 – Students lack insulin therefore need to inject themselves with Insulin to keep sugar levels under control)

Treatment of high blood sugar (hyperglycaemia):

- Monitor student
- Allow student to check blood level and administer insulin if necessary.
- Allow student to have water, encourage student to walk about.
- Parent/Carer contacted if necessary.
- If student becomes unconscious or unresponsive check airways and breathing and DIAL 999 for an Ambulance. Parent/Carer contacted.

Treatment of low blood sugar (hypoglycaemia):

- Sit the student down
- Allow student to check their blood level
- Let student have a sugary drink or snack (not diet drinks), followed by carbohydrates (sandwich etc....)
- Monitor student until fully alert
- Parent/Carer contacted if necessary
- If student does not respond to treatment within 10 minutes – place student in recovery position, check airways and breathing, DIAL 999 for an Ambulance. Contact parent/carers.

TYPE 2

(Type 2 diabetes - Students do not produce enough insulin. Diet alone, depending on severity, can treat this condition (not insulin). Treatment and symptoms are the same as above).

N.B. Regular exercise and a good diet is essential for anyone with Diabetes.

EPILEPSY POLICY

1. Epilepsy

Students who suffer Epilepsy have a tendency to have recurrent seizures. If a student has had a seizure before they may recognise that they are about to suffer a seizure by having an 'aura'; which is a warning sign and can be anything from a strange taste in the mouth, smell or just a peculiar feeling. There are many causes of seizures (including epilepsy) such as stress and body temperature becoming too high. At Bishop Ramsey School we are committed to the full integration of students with epilepsy. They are welcome at Bishop Ramsey School and are encouraged to fully participate in school life.

2. Working with Parents

On admission to Bishop Ramsey School each parent/carer will be asked to complete a medical form identifying any medical condition that their child may suffer from.

A list of all students with medical conditions, including epilepsy, will be held by the School Welfare Office.

It is the parent/carer's responsibility to ensure that all medication is up-to-date and any changes to medication should be notified to the Welfare staff.

3. Treatment Plan

Attached to this policy is the Epilepsy Treatment Plan which is adhered to by members of staff at Bishop Ramsey.

4. PE and Games

Students who suffer from Epilepsy are encouraged to fully participate in PE. PE staff have access to students' medical records and are very aware of the treatment plan to ensure that prompt action is taken for the students concerned.

5. School Trips

All Epileptic students will be checked prior to leaving on a school trip to ensure that they have any medication they may need with them. Back up medication, which is normally held in the Medical Room, will be carried by a member of staff on the trip. If a student is found without their relevant medication, this may prevent them from attending the trip.

Any employer taking a student who is prone to Epilepsy on a work experience placement must be advised of this medical condition prior to the placement by the Work Experience Co-ordinator.

TREATMENT PLAN - EPILEPSY

If an epileptic student suffers a seizure:

- Keep calm and reassure them.
- Let the student sit down or help them to lie on the floor (dependent on the severity of the seizure).
- Alert the Welfare staff.
- Loosen any tight clothing and move any objects from around the student that may cause harm.
- Ensure that the exact time is noted of when the seizure started and its duration.
- Monitor carefully - if the seizure lasts more than 3 minutes call an ambulance.
- If the seizure stops but the level of response does not improve, dial 999 for an ambulance.
- Contact parent/carer.

Never place anything in the student's mouth especially your fingers

Never hold the student down or restrain them

Never move the student (unless they are in danger)

Supporting Students with Longer Term Medical Needs

Bishop Ramsey School wishes to provide a fully inclusive educational experience for its students. To do this we need to ensure that correct procedures and protocols are in place to enable any student with a long-term medical condition to be able to attend school or have the minimum disruption to their education.

Aims

- To ensure as little disruption to the student's education as possible
- To develop staff knowledge and training to support the student
- To ensure we develop links with all outside agency support systems
- To ensure safe storage and administration of agreed medication
- To provide a fully inclusive school

Identification

We will work with the parents/carers and medical professionals to ensure we have specific protocols in place as soon as the student starts school. This may take the form of information sharing, developing specific care plans, organising training or reorganising classroom facilities where possible.

Provision and Organisation

The school will follow the guidance given by the DfE "Supporting pupils at school with medical conditions" April 2014. Training regarding specific conditions will be delivered as required. For new students starting at Bishop Ramsey, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or a student joining midway through a term, every effort will be made to ensure that arrangements are put in place within two weeks. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the schools first aid training. Students requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual student. The IHCP clarifies for staff, parents/carers and the student the help the school can provide and receive. These plans will be drawn up in consultation with parents/carers and the school nurse. The school nurse will act as the link between the school and other medical services and will deliver or commission the necessary training for staff. The IHCP provides essential information about the student's condition and the steps to be taken to manage the student's medical needs and/or medicines in school. The IHCP will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required.

An IHCP will include:

- Details of the student's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy of the IHCP will be given to parents/carers and a copy will be retained on the student's individual file. This information will be recorded on SIMS for teachers to access. All trained staff will ensure they are aware of the protocols and procedures for specific individuals in school through attending training provided and reading care plans devised for individual students.

Students will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. Medication will be stored in the Medical Room Which has the facility to securely store prescription medication.

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Governing Body and the Head teacher. The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained. There is no legal duty which requires school staff to administer medication. This is a voluntary role. Any member of staff who agrees to accept responsibility for administering prescribed medication to a student will receive proper training and guidance.

School Visits

When preparing risk assessments staff will consider any reasonable adjustments They might make to enable a student with medical needs to participate fully and Safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular student. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

Public Examinations

The Equality Act 2010 requires an awarding body (the exam board) to make reasonable adjustments when a candidate who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. A reasonable adjustment maybe unique to that individual and is likely to be for a substantial or long term difficulty.

Applications for exam access arrangements for students who have special educational or medical needs will be considered by the SENCO in line with the current JCQ guidelines. Appropriate evidence must be held on file to support the arrangements. The SENCO will advise on each individual case.

Head Injury

Information For parents/carers whose children have returned from school after sustaining a head injury.

Please keep a close eye on the child to see whether any of the following affect them during the next 24 hours.

- Feeling increasingly sick or vomiting
- Persistent or increasing headache
- Increasing drowsiness or excessive sleepiness
- Stiff neck
- Fainting or passing out
- Weakness or any limb or double vision
- Fitting

If any of the above do happen within the next 24 hours, then please seek medical advice or go to Hospital.

Accident and Emergency Department

Hillingdon Hospital Direct Line: 01895 279314

North Wick Park Hospital Direct line: 0208 869 3119 / 0208 860 2105

NHS 111 is much more than a helpline – if you're worried about an urgent medical concern, you can call 111 to speak to a fully trained adviser.

Bishop Ramsey School

Medical Room: 01895 671088 – ext. 624

Email: medical@bishopramseyschool.org

Mrs A James – Mrs S Tarrant Welfare officers.