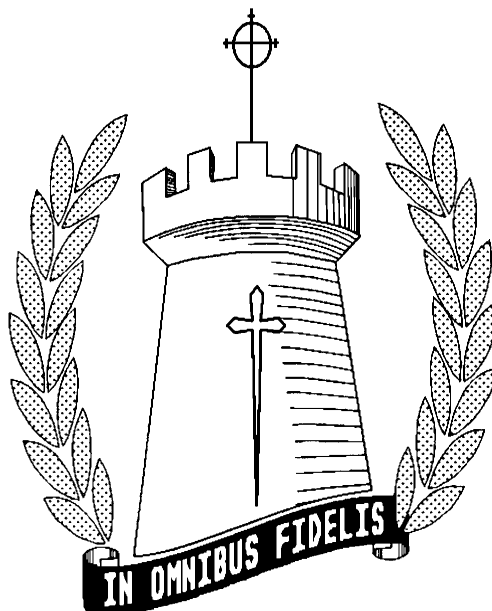


# ST. DAMIAN'S RC SCIENCE COLLEGE



## Medical Needs Policy

<b>Approved by Governors:</b>	<b>November 2016</b>
<b>Date to be reviewed:</b>	This policy will be reviewed every two years
<b>Designated Person:</b>	Mrs M Banks
<b>Governor with Remit:</b>	Mrs L Keogh

Further information can be found on the DfE document: supporting pupils with medical needs:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

# Medical Needs Policy

## Rationale:

- At St Damian's RC Science College we are an inclusive community that aims to support and welcome pupils with medical conditions.
- We aim to provide all pupils with all medical conditions the same opportunities as others at school.
- We will help to ensure they can through the following:
  - St Damian's ensures all staff understand their duty of care to children and young people (see appendix 7) in the event of an emergency.
  - All staff feel confident in knowing what to do in an emergency (see appendix 7).
  - St Damian's understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
  - St Damian's understands the importance of medication being taken as prescribed.
  - All staff understand the common medical conditions that affect children at St Damian's. St Damian's allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
  - Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP). **Tameside Good Practice is adhered to.**

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# **1. St Damian's is an inclusive community that aims to support and welcome pupils with medical conditions.**

a. St Damian's 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.

b. St Damian's 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

c. Pupils with medical conditions are encouraged to take control of their condition.

d. St Damian's aims to include all pupils with medical conditions in all school activities.

e. Parents/carers of pupils with medical conditions are aware of the care their children receive at St Damian's.

f. St Damian's ensures all staff understand their duty of care to children and young people in the event of an emergency.

g. All staff have access to information about what to do in an emergency.

h. St Damian's understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff have an understanding of the common medical conditions that may affect children at St Damian's. Staff receive annual updates. The Headteacher is responsible for ensuring staff receive annual updates. The School Nursing Service can provide the updates if the school requests.

j. The medical conditions policy is understood and followed by the whole school and local health community.

## **2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.**

a. Pupils are informed and reminded about the medical conditions policy:

- through the school's pupil representative body
- in personal, social and health education (PSHE) classes

b. Parents/carers are informed about the medical conditions policy and that information about a child's medical condition will be shared with the school nurse:

- by including a policy statement on our website [www.stdamians.co.uk](http://www.stdamians.co.uk) and signposting access to the policy
- at the start of the school year when communication is sent out about Individual Health Plans
- in the School Newsletter at intervals in the year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

c. School staff are informed and regularly reminded about the school's medical conditions policy:

- through the staff handbook and staff meetings and by accessing the school's intranet
- through scheduled medical conditions updates
- through the key principles of the policy being displayed in several prominent staff areas at St Damian's and on the school's intranet
- all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

### **3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at St Damian's.**

- a. Relevant staff at St Damian's are aware of the most common serious medical conditions at St Damian's.
  
- b. Staff at St Damian's understand their duty of care to pupils both during, and at either side of the school day 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/carer. This may include administering medication.
  
- c. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.
  
- d. The action required for staff to take in an emergency for the common serious conditions at St Damian's is displayed in prominent locations for all staff including classrooms, kitchens in the school staff room, and electronically.
  
- e. St Damian's uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
  
- f. St Damian's has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
  
- g. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. St Damian's will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools' senior management and/or the schools critical incidents team.

# Medical Conditions Information Pathway

Form sent out by school asking parents to identify any medical conditions including:

School

□ Transition discussions

□ At start of school year



□ New enrolment (during the school year)  
 School collates response and identifies those needing individual health plans and sends to school nurse.  
 □ New diagnosis informed by parents

School



School Nurse writes to parents either to review Individual Health Plan (IHP) or start new plan if needed.

School Nurse



Parents complete IHP - send to school nurse for school. If no response from parents, school nurse to inform designated person. All contacts to be documented and dated.

Parents



School nurse reviews the IHP, contacts parents if necessary and discusses with school designated person. Stored in school according to policy

School Nurse & School

Pupils with medical conditions requiring Individual Health Plan are: those who have diabetes, epilepsy with rescue medication, anaphylaxis, gastrostomy feeds, central line or other long term venous access, tracheostomy, severe asthma that has required a hospital admission within the last 12 months. There may be other children with unusual chronic conditions who need a care plan, please liaise with the school nurse about them.

## **4. The school has clear guidance on the administration of medication at school.**

### **Administration – Emergency Medication**

- a. St Damian's will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- b. St Damian's will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

### **Administration – General**

- c. St Damian's understands the importance of medication being taken as prescribed.
- d. All use of medication is done under the appropriate supervision of a member of staff at St Damian's unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
- e. 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- f. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent (see form 3a).
- g. St Damian's will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- h. All school staff in St Damian's have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- i. In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- j. Parents/carers at St Damian's 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- k. If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- l. All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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.



m. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities

n. If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

### **Use of 'over the counter' i.e. non-prescription medications**

Where the Head Teacher agrees that staff may administer a non-prescribed medicine, it must be in accordance with this policy.

A member of school staff must speak to the parent for consent to administer medication before giving any medication (see appendix 6).

Staff should check that the medicine has been administered without adverse effect to the child in the past.

There must be written parental consent for recurring 'over the counter' medications e.g. Piriton for hayfever (form 3a).

Where a non-prescribed medicine is administered to a child it should be recorded (form 3b) and the parents informed.

Medication e.g. for pain relief, should never be administered without first checking the label for the appropriate dosage and checking when the previous dose was taken.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin unless prescribed by a doctor.

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

## **Guidelines for administering Paracetamol**

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Local Authority, in consultation with health practitioners, has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings. Administering paracetamol to children under 5 is not usually recommended.

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

For older pupils, it is sometimes appropriate to give paracetamol to control specific pain such as migraine or period pain. Schools administering paracetamol to children should adhere to the following conditions:

No member of staff is responsible for giving medicines to anyone in school. If a child complains of pain as soon as they arrive at school and asks for painkillers they must call parents/carers

NB It is not advisable to give paracetamol until amount given over the past 24 hours has been established. No more than 4 doses should be given in a 24 hour period. There should be at least 4 hours between any 2 doses of paracetamol containing medicines. No more than 4 doses of any remedy containing paracetamol should be taken in any 24 hours. Always consider whether the child may have been given a dose of paracetamol before coming to school. Many non-prescription remedies such as Beechams Powders, Lemsip, Night Nurse etc. contain paracetamol. If paracetamol tablets are taken soon after taking these remedies, it could cause an unintended overdose.

There must be parental consent to give paracetamol (appendix 6)

Paracetamol must be administered according to the instructions on the box or label. Stronger doses or combination drugs, which contain other drugs besides paracetamol must not be administered. It is recommended that the school keep its own stock of tablets. This reduces the risk of pupils carrying medicines.

Paracetamol must be stored securely and should not be kept in first aid boxes.

If it is the school's policy not to stock paracetamol, there must be a clear and safe arrangement for parents to supply them to the school for the child. It is not recommended to allow children to carry paracetamol around.

Children should only be given one dose during the school day. If this does not relieve the pain, contact the parent or the emergency contact.

The member of staff responsible for giving medicines must witness the child taking the paracetamol, and make a record of it (appendix 3b). The school must notify the parent on the day, stating the time and the amount of the dose.

The pupil should be made aware that paracetamol should only be taken when absolutely necessary, that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

## 5. St Damian's has clear guidance on the storage of medication at school.

### Safe Storage – Emergency Medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. **This is locked in a cabinet in the main office**
- b. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

### Safe Storage – Non-Emergency Medication

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

### Safe Storage – General

- e. St Damian's has an identified member of staff/designated person who ensures the correct storage of medication at school. **Mrs Angela Ogden**
- f. All controlled drugs are kept in a locked cupboard and only named staff have access **Mrs Angela Ogden**
- g. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- h. The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the
- i. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency
- j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- k. Some medication for pupils at St Damian's 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 inaccessible to unsupervised pupils or lockable as appropriate.
- l. All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the school term.
- m. It is the parents/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

## **n. Safe Disposal**

- o. Parents/carers at St Damian's are asked to collect out-of-date medication.
- p. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- q. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- R. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in St Damian's are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- s. 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, to school or to the pupil's parent
- t. Disposal of sharps boxes - the sharps bin should be closed securely and returned to parents. Parents then need to take the sharps bin to the GP for disposal.

## **6. St Damian's has clear guidance about record keeping for pupils with medical conditions.**

### **Enrolment Forms**

- a. Parents/carers at St Damian's are asked if their child has any medical conditions.
- b. If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete (form 3a).
- c. St Damian's uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required (see form 1).
- d. An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent by the school nurse at the start of the school year, when a diagnosis is first communicated to the school, transition, discussion or new diagnosis

### **Individual Health Plans (Forms 1 – 1g)**

#### *Drawing up Individual Health Plans*

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school are listed below.

The Child has: diabetes; anaphylaxis; gastrostomy feeds; a tracheostomy; a central line or other long term venous access; severe asthma that has required a hospital admission within the last 12 months; epilepsy with rescue medication

- e. It is the parents/carers responsibility to fill in the Individual Health Plan and return the completed form to the school nurse. If the school nurse does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.

f. The finalised plan will be given to the parents/carers, school and school nurse.

g. St Damian's ensures that a relevant member of school staff is present, if required, to help draw up an Individual Health Plan for pupils with complex health or educational needs.

### **School Individual Health Plan Register**

h. Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at St Damian's. Schools should ensure that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school are updated on the school's record system.

i. The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

### **On-going Communication and Review of Individual Health Plans**

j. Parents/carers at St Damian's are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.

k. Parents/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

### **Storage and Access to Individual Health Plans**

l. Parents/carers and pupils (where appropriate) at St Damian's are provided with a copy of the pupil's current agreed Individual Health Plan.

m. Individual Health Plans are kept in a secure central location at school.

n. Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.

- o. 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 the Individual Health Plans and needs of the pupils in their care.
- p. St Damian's ensures that all staff protect pupils confidentiality.
- q. St Damian's informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- r. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

### **Use of Individual Health Plans**

Individual Health Plans are used by St Damian's to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. St Damian's uses this information to help reduce the impact of triggers.
- ensure St Damian's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

### **Consent to Administer Medicines**

- s. If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (form 3a) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.
- t. All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

### **Residential Visits**

- u. Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (see appendix 5).



v. All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Health Plan.

w. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

x. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (see appendix 5). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities.

### **Record of Awareness Raising Updates and Training**

y. St Damian's holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

z. All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this (see appendix 4).

aa. School should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities. It is recommended that Primary Schools and Early Years settings should have at least one first aider who has undertaken the paediatric first aid course.

## **7. St Damian's 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**

- a. St Damian's is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- b. Schools should be encouraged to meet the needs of pupils with medical conditions to ensure that the physical environment at St Damian's is as accessible as possible.
- c. St Damian's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean changing activities or locations.

### **Social Interactions**

- d. St Damian's ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- e. St Damian's ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- f. All staff at St Damian's are aware of the potential social problems that pupils 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.
- g. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and Physical Activity**

- h. St Damian's understands the importance of all pupils taking part in sports, games and activities.
- i. St Damian's seeks to 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 pupils.

- j. St Damian's seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- k. Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- l. St Damian's ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- m. St Damian's seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- n. St Damian's ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.
- r. Pupils at St Damian's learn how to respond to common medical conditions.

## **Risk Assessments**

- s. Risk assessments are carried out by St Damian's prior to any out-of-school visit or off site provision and medical conditions are considered during this process. St Damian's considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- t. St Damian's understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. St Damian's considers additional medication and facilities that are normally available at school.
- u. St Damian's carries out risk assessments before pupils start any work experience or off-site educational placements. It is St Damian's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider. Copies of Individual Health Care Plans are sent to off-site placements with parental consent.

**8. St Damian's is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.**

a. St Damian's is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

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

a. St Damian's works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at St Damian's. These roles are understood and communicated regularly.

### **Governors**

*Have a responsibility to:*

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents (see Tameside's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities.
- those staff and others leading activities taking place off-site, such as visits, outings or field trips.

### **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.
- ensure every aspect of the policy is maintained.
- ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- report back to governors about implementation of the health and safety and medical conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

### **All School Staff and Support 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.
- call an ambulance in an emergency.
- understand the school's medical conditions policy.
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan.
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency.
- maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- ensure pupils who need medication have it when they go on a school visit or out of the classroom.
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids.
- ensure that pupils who presents as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

## **Teaching Staff**

*Have an additional responsibility to also:*

- ensure pupils who have been unwell have the opportunity to catch up on missed school work.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO.
- liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

## **School Nurse or Healthcare Professional**

*Has a responsibility to:*

- help provide regular updates for school staff in managing the most common medical

- conditions at school at the schools request.
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers.

## **First Aiders**

*Have an additional responsibility to:*

- give immediate, appropriate help to casualties with injuries or illnesses.
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as first aider.
- it is recommended that first aiders are trained in paediatric first aid.

## **Special Educational Needs Coordinators**

*Have the additional responsibility to:*

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

## **Pastoral Support**

*Has the additional responsibility to:*

- know which pupils have a medical condition and which have special educational needs
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- because of their condition.

## **Pupils**

*Have a responsibility to:*

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

## **Parents/Carers**

*Have a responsibility to:*

- tell the school if their child has a medical condition or complex health need.
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need.
- inform the school about the medication their child requires during school hours.
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- tell the school about any changes to their child's medication, what they take, when, and how much.
- inform the school of any changes to their child's condition.

- ensure their child's medication and medical devices are labelled with their child's full name.
- ensure that the school has full emergency contact details for them.
- provide the school with appropriate spare medication labelled with their child's name.
- ensure that their child's medication is within expiry dates.
- keep their child at home if they are not well enough to attend school.
- ensure their child catches up on any school work they have missed.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate



## **10. The medical conditions policy is regularly reviewed evaluated and updated.**

- a. St Damian's medical conditions policy is reviewed, evaluated and updated in line with the school's policy review timeline.
- b. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

## **Further Advice and Resources**

### **The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
**Phone 01252 546100**  
**Fax 01252 377140**  
**info@anaphylaxis.org.uk**  
**www.anaphylaxis.org.uk**

### **Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900**  
**Fax 020 7256 6075**  
**info@asthma.org.uk**  
**www.asthma.org.uk**

### **Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000**  
**Fax 020 7424 1001**  
**info@diabetes.org.uk**  
**www.diabetes.org.uk**

### **Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800**  
**Fax 0113 391 0300**  
**epilepsy@epilepsy.org.uk**  
**www.epilepsy.org.uk**

## **Long-Term Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637**  
**Fax 020 7813 3640**  
**info@ltca.org.uk**  
**www.ltca.org.uk**

## **Department for Education**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
**Phone 0870 000 2288**  
**Textphone/Minicom 01928 794274**  
**Fax 01928 794248**  
**info@dcsf.gsi.gov.uk**  
**www.dcsf.gov.uk**

## **Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 1900**  
**Fax 020 7843 6313**  
**cdc@ncb.org.uk**  
**www.ncb.org.uk/cdc**

## **National Children's Bureau**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 6000**  
**Fax 020 7278 9512**  
**www.ncb.org.uk**

# Appendix 1

## Form 1 - Individual Health Plan

For pupils with complex health needs at school

Date form completed:

Date for review:

Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		Yes	No
		Yes	No
		Yes	No

Copies held by:

### 1. Pupil's Information

Name of School:

Name of Pupil:

Class / Form

Date of Birth:

Male  
Female

### 2. Contact Information

Pupil's Address

Postcode:

### Family Contact Information

- a. Name:  
Phone (Day):  
Phone (Evening):  
Mobile:  
Relationship with Child:

b. Name:  
Phone (Day):  
Phone (Evening):  
Mobile:  
Relationship with Child:

**GP**

Name:

Phone:

**Specialist Contact**

Name:

Phone:

**Medical Condition Information**

**3. Details of Pupil's Medical Conditions**

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

**4. Routine Healthcare Requirements**

*(For example, dietary, therapy, nursing needs or before physical activity)*

During school hours:

Outside school hours:

**5. What to do in an Emergency**

Signs & Symptoms

In an emergency, do the following:

## 6. Emergency Medication

*(Please complete even if it is the same as regular medication)*

Name / Type of medication  
(as described on the container):

How the medication is taken and the amount:

Are there any signs when medication should not be given?

Are there any side effects that the school needs to know about?

Can the pupil administer the medication themselves?  
*(please tick box)*

Yes No Yes, with supervision by:

Staff members name:

Is there any other follow-up care necessary?

Who should be notified?  
*(please tick box)*

Parents Carers

Specialist GP

## 7. Regular Medication taken during School Hours

Name/type of medication (As described on the container):

Dose and method of administration  
(The amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (Time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (Signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

*(Tick as appropriate)*

Yes No Yes, with supervision by:

Staff member's name:

Medication expiry date:

### **8. Regular Medication taken outside of School Hours**

***(For background information and to inform planning for residential trips)***

Name/type of medication (as described on the container):

Are there any side effects that the school needs to know about that could affect school activities?

### **9. Members of Staff Trained to Administer Medications for this Pupil**

Regular medication:

Emergency medication:

### **10. Any Other Information Relating to the Pupil's Healthcare in School?**

### **Parental and Pupil Agreement**

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed (Pupil)

Print Name:

Date:

Signed (Parent)

*(If pupil is below the age of 16)*

Print Name:

Date:

### **Healthcare Professional Agreement**

I agree that the information is accurate and up to date.

Signed:

Print Name:

Job Title:

Date:

### **Permission for Emergency Medication**

I agree that I/my child can be administered my/their medication by a member of staff in an emergency

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements

I agree that I/my child **can** keep my/their medication with me/them for use when necessary

Name of medication carried by pupil:

Signed (Parent)

Date

### **Headteacher Agreement**

It is agreed that (*name of Child*):

will receive the above listed medication at the above listed time (see part 6).

will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until:

*(Either end date of course of medication or until instructed by the pupil's parents/carers).*

Signed (Headteacher):

Print Name:

Date:



# Appendix 1a

## Form 1a - Individual Health Plan - Diabetes

For pupils with Type 1 Diabetes at School

Date form completed:

Date for review:

Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Copies held by:

### 1. Pupil's Information

Medical Condition: Type 1 Diabetes

Other Medical Conditions:

Name of School:

Name of Pupil:

Class / Form

Date of Birth: Male  
Female

### 2. Contact Information

Pupil's Address: Postcode:

### Family Contact Information

1. Name:  
Phone (Day):  
Phone (Evening):  
Mobile:  
Relationship with Child:

2. Name:  
Phone (Day):  
Phone (Evening):  
Mobile:  
Relationship with Child:

### **Specialist Contact**

Name:

Phone:

### **Consultant**

Name:

Phone:

## **Medical Condition Information**

### **3. Details of Pupil's Medical Conditions**

**Pupils with Type 1 Diabetes require insulin injections every day.**

**Target blood glucose levels are 4-8 mmols/l.**

Signs and symptoms of this pupil's condition that require intervention at school:

Hypoglycaemia:

Low blood glucose ('Hypo')

Hyperglycaemia:

High blood glucose

Triggers or things that impact on this pupil's blood glucose levels, include exercise, lack of food, too much insulin:

### **4. Routine Healthcare Requirements (for example, dietary, therapy, nursing needs or before physical activity)**

Blood glucose testing times:

Does the pupil need support with glucose testing?                      Yes    No

Snacks and snack times:

Insulin times:

What support does the pupil need with insulin Administration / dose calculation and checking injections?

Physical Education – blood glucose test?  
Snack/drink?

Name:

### 5. What to do in an Emergency

The diabetes related emergency is hypoglycaemia. Hypoglycaemia ('hypo') is a blood glucose below 4.0 mmols/l. A hypo must be treated immediately.

Action to take: **(Wash hands first)**

1. Test blood glucose level:  
If below 4.0  
Immediately give something sugary, a quick-acting carbohydrate such as **ONE** of the following from the hypo box. *(Please indicate which of the following is used)*  
*(tick as appropriate)*  
Lucozade 50mls 75mls  
Coke or Lemonade 100mls 150mls  
Glucose Tablets 3 tablets 4 tablets 5 tablets  
Pure Fruit Juice 200mls 300mls  
GlucoGel 1 tube 2 tubes

3.  
 After 10-15 minutes re-test blood glucose levels.  
 If remain below 4.0 repeat fast acting sugar as above.  
 If above 4.0 give starchy carbohydrate as below.

4. A longer-acting carbohydrate will be needed to prevent the blood glucose dropping again.  
Such as **ONE** of the following:  
Portion of fruit  
One individual mini pack of dried fruit  
Cereal bar  
One or two biscuits, *please indicate amount below:*  
digestive  
garibaldi  
ginger nuts  
Eat lunch containing carbohydrates, if it is lunchtime.  
**Give insulin after eating lunch if hypo before lunch**  
**If the pupil is unconscious do not give them anything to eat or drink; put them in the recovery position and call**

5.

### Emergency Medication

**If the pupil's blood glucose level is too high (hyperglycaemia) they may require extra rapid acting insulin.**

*(Please complete even if it is the same as regular medication)*

Name / type of medication (as described on the container):

Medication expiry date:

Describe what signs of symptoms indicate an emergency for this pupil:

Dose and method of administration (how the medication is taken and the amount)

What blood glucose reading = how many units of insulin:

Are there any contraindications (signs when medication should not be given e.g. hypoglycaemia?)

Are there any side effects that the school needs to know about?

Self-administration:

Can the pupil administer the medication themselves?

Yes No

Yes, with supervision by trained staff named below

Name(s) of staff trained to administer insulin:

Date of training:

Is there any other follow-up care necessary?

Who should be notified:

*(tick as appropriate)*

Parents or Carers

Specialist

GP

6.

**Regular Medication Taken during School Hours**

**Most pupils with Type 1 diabetes will require rapid acting insulin with their lunch at school.**

Name & Type of Medication (*as described on the container*)

Medication expiry date:

Dose and method of administration:

*(The amount taken and how the medication is taken)*

Tablets   Inhaler   Injection

Other – please state

When is it taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when this medication should not be given?)

Self-administration:  
Can the pupil administer the medication themselves?

Yes   No

Yes, with supervision by trained staff named below

Name(s) of staff trained to administer insulin:

Dare of Training:

7.

**Regular Medication Taken Outside of School Hours**

**(For background information and to inform planning for residential trips)**

Name & Type of Medication (*as described on the container*)

Are there any side effects that could affect this pupil at school?

8.

**Any Other Information Relating to the Pupil's Healthcare in School?**

Consider:

Where will hypo box(es) be kept?

Does the pupil require a home-school diary to communicate e.g. blood glucose levels, insulin doses, carbohydrate values of lunch, request for blood glucose testing supplies and hypo treatments?

Is the pupil able to carbohydrate count lunch themselves?

**Permission**

**Name:**

I agree that my child can have their routine insulin administered ~~in school~~ after eating lunch?

Does the pupil require insulin before school?

**Permission for Emergency Medication**

I agree that I/my child can be administered my/their medication by a member of staff in an emergency

Where in school will insulin be stored and administered to/by pupil?

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements

Does the school dose administered?

Name of medication carried by pupil:

Sharps disposal – parents to provide sharps box?

Signed (Parent):

Date:

**Headteacher Agreement**

It is agreed that (name of Child):

will receive the above listed medication at the above listed time (see part 6).

will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until:

*(Either end date of course of medication or until instructed by the pupil's parents/carers).*

Signed (Headteacher):

Print Name:

Date:

**Parental and Pupil Agreement**

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child’s care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed (Pupil):

Print Name:

Date:

Signed (Parent)

*If pupil is below the age of 16)*

Print Name:

Date:

**Healthcare Professional Agreement**

I agree that the information is accurate and up to date.

Signed:

Print Name:

Job Title:

Date:

## Appendix 1b

### Form 1b - Individual Health Plan - Epilepsy

For pupils diagnosed with Epilepsy at school who need rescue medication

Date form completed:

Date for review:

Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Copies held by:

#### 1. Pupil's Information

Medical Condition:

Name of School:

Name of Pupil:

Class / Form

Date of Birth:

Male  
Female

#### 2. Contact Information

Pupil's Address:

Postcode:

#### Family Contact Information

a.

Name:

Phone (Day):

Phone (Evening):

Mobile:

Relationship with Child:



b. Name:  
Phone (Day):  
Phone (Evening):  
Mobile:  
Relationship with Child:

### **Specialist Contact**

Name:

Phone:

### **Consultant**

Name:

Phone:

## **Medical Condition Information**

### **3. Details of Pupil's Medical Conditions - Seizure Description**

Type 1

Type 2

Type 3

Triggers or things that make this pupil's condition/s worse:

### **4. Routine Healthcare Requirements**

**(for example, dietary, therapy, nursing needs or before physical activity)**

Routine Requirements

Record any seizures on the daily seizure record

### **5. What to do in an Emergency**

Emergency procedures

### **6. Emergency Medication**

**(Please complete even if it is the same as regular medication)**

Name / type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this pupil:

Dose and method of administration (how the medication is taken and the amount)

Are there any contraindications (signs when medication should not be given)?

Are there any side effects that the school needs to know about?

Self-administration:

Can the pupil administer the medication themselves?

*(Tick as appropriate)*

Yes No Yes, with supervision by:  
Staff member's name:

Is there any other follow-up care necessary>

Who should be notified?

Parents Carers

Specialist GP

### **7. Regular Medication taken during School Hours**

Name/type of medication (As described on the container):

Dose and method of administration  
*(The amount taken and how the medication is taken, e.g. tablets, inhaler, injection)*

When it is taken (Time of day)?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (Signs when this medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

*(Tick as appropriate)*

Yes No Yes, with supervision by:  
Staff member's name:

Medication expiry date:

**8. Regular Medication Taken Outside of School Hours**

*(For background information and to inform planning for residential trips)*

Name/type of medication (as described on the container)

Are there any side effects that the school needs to know about that could affect school activities?

**9. Any other information relating to the pupil’s healthcare in schools**

**Permission for Emergency Medication**

I agree that I/my child can be administered my/their medication by a member of staff in an emergency

I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements

I agree that I/my child **can** keep my/their medication with me/them for use when necessary.

Name of medication carried by pupil:

Signed (Parent)

Date

**Headteacher Agreement**

It is agreed that (name of Child):

will receive the above listed medication at the above listed time (see part 6).

will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until:

*(Either end date of course of medication or until instructed by the pupil’s parents/carers).*

Signed (Headteacher)

Print Name:

Date:

**Parental and Pupil Agreement**

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed (Pupil)

Print Name:

Date:

Signed (Parent)

*If pupil is below the age of 16)*

Print Name:

Date:

**Healthcare Professional Agreement**

I agree that the information is accurate and up to date.

Signed:

Print Name:

Job Title:

Date:

# Appendix 1c - Action Plan for Allergic Reactions (EpiPen)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergy to: \_\_\_\_\_

\_\_\_\_\_

Medication/EpiPen stored:

\_\_\_\_\_

\_\_\_\_\_

Plan designed by:

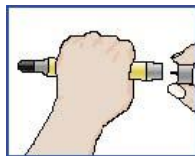
**Allergy Team – Royal**

**Manchester Children’s Hospital**

Date:

## HOW TO GIVE EPIPEN

Form fist around EpiPen and pull off the grey cap.



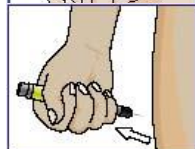
Point the black end towards outer mid-thigh.



Swing / push hard into thigh until a click is heard and hold in place for 10 seconds.



Remove EpiPen and be careful not to touch the needle



## MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

## ACTION

- Stay with \_\_\_\_\_ and send for medication
- Give antihistamine – \_\_\_\_\_
- If \_\_\_\_\_ were to vomit, it is safe to give a second dose of antihistamine
- Observe, allow to resume classroom activities if no further deterioration and \_\_\_\_\_ feels ok
- Notify parents

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

## ACTION

- Call Ambulance
- Give prescribed **EpiPen**
- Contact parents
- Phone number \_\_\_\_\_
- Parent signature \_\_\_\_\_

# Appendix 1d - Action Plan for Allergic Reaction (JEXT)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergy to: \_\_\_\_\_

Medication/EpiPen stored: \_\_\_\_\_

Plan designed by:

**Allergy Team – Royal**

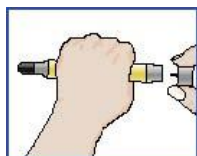
**Manchester Children’s Hospital**

Date:

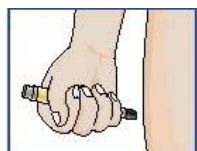
## HOW TO GIVE JEXT

Form fist around JEXT and pull off the yellow cap.

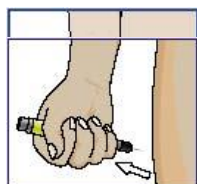
Press the black end towards outer mid-thigh.



Push into thigh until a click is heard and hold in place for 10 seconds.



Remove the JEXT. The black tip will hide the needle.



## MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

## ACTION

- Stay with \_\_\_\_\_ and send for medication
- Give antihistamine – \_\_\_\_\_
- If \_\_\_\_\_ were to vomit, it is safe to give a second dose of antihistamine
- Observe, allow to resume classroom activities if no further deterioration and \_\_\_\_\_ feels ok
- Notify parents

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

## ACTION

- Call Ambulance
- Give prescribed **JEXT**
  - Contact parents
  - Phone number \_\_\_\_\_
  - Parent signature \_\_\_\_\_

# Appendix 1e - Action Plan for Allergic Reactions plus Asthma - JEXT

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergy to: \_\_\_\_\_

Medication/JEXT stored: \_\_\_\_\_

Plan designed by:

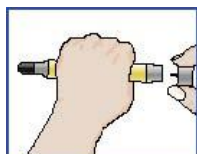
**Allergy Team - Royal**

**Manchester Children's Hospital**

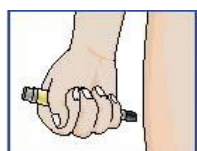
Date: \_\_\_\_\_

## HOW TO GIVE JEXT

Form fist around JEXT and pull off the yellow cap.



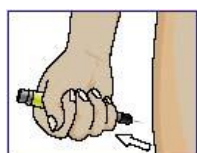
Place the black end towards outer mid-thigh.



Push firmly into thigh until a click is heard and hold in place for 10 seconds.



Remove JEXT the black tip will hide the needle



## MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

## ACTION

Stay with \_\_\_\_\_ and send for medication

- Give antihistamine – \_\_\_\_\_
- If \_\_\_\_\_ were to vomit, it is safe to give a second dose of antihistamine
- Give 2 – 4 puffs of the **blue inhaler** via a spacer and repeat every 2 minutes if required.
- Observe, allow to resume classroom activities if no further deterioration and \_\_\_\_\_ feels ok
- Notify parents

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

## ACTION

- Call Ambulance
- Give prescribed **JEXT**
- Further puffs of the **blue inhaler** can be given if necessary
- Contact parents
- Phone number \_\_\_\_\_
- Parent signature \_\_\_\_\_

# Appendix 1f - Action Plan for Allergic Reactions with Asthma - EpiPen

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergy to: \_\_\_\_\_

\_\_\_\_\_

Medication/EpiPen stored: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan designed by:

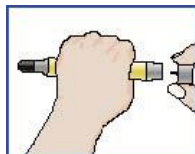
**Allergy Team - Royal**

**Manchester Children's Hospital**

Date:

## HOW TO GIVE EPIPEN

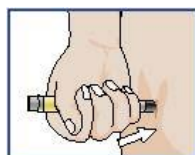
Form fist around EpiPen and pull off the grey cap.



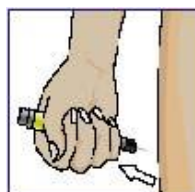
Point the black end towards outer mid-thigh.



Swing / push hard into thigh until a click is heard and hold in place for 10 seconds.



Remove EpiPen and be careful not to touch the needle.



## MILD TO MODERATE ALLERGIC REACTION

Itching / tingling of lips, tongue, mouth

- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

## ACTION

- Stay with \_\_\_\_\_ and send for medication
- Give antihistamine – \_\_\_\_\_
- If \_\_\_\_\_ were to vomit, it is safe to give a second dose of antihistamine
- Give 2 – 4 puffs of the **blue inhaler** via a spacer and repeat every 2 minutes if required.
- Observe, allow to resume classroom activities if no further deterioration and \_\_\_\_\_ feels ok
- Notify parents

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

## ACTION

- Call Ambulance
- Give prescribed **EpiPen**
- Further puffs of the **blue inhaler** can be given if necessary
- Contact parents
- Phone number \_\_\_\_\_
- Parent signature \_\_\_\_\_



# Appendix 1g

## Form 1g - Individual Health Plan - Asthma

For pupils with complex health needs at school

Date form completed:

Date for review:

Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Copies held by:

### 1. Pupil's Information

Medical Condition:

Name of School:

Name of Pupil:

Class / Form

Date of Birth:

Male  
Female

### 2. Contact Information

Pupil's Address

Postcode:

### Family Contact Information

a.

Name

Phone (Day)

Phone (Evening)

- b.
- Mobile
  - Relationship with Child
  - Name
  - Phone (Day)
  - Phone (Evening)
  - Mobile
  - Relationship with Child

**GP**

Name

Phone

**Specialist Contact**

Name

Phone

**Medical Condition Information**

**3. Details of Pupil's Medical Conditions**

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

**4. Routine Healthcare Requirements**

*(For example, dietary, therapy, nursing needs or before physical activity)*

During school hours:

Outside school hours:

**5. What to do in an Emergency (Asthma UK Guidelines)**

Common signs of an Asthma attack:

- ° Coughing
- ° Shortness of Breath
- ° Being unusually quiet
- ° Wheezing
- ° Tightness in the chest
- ° Difficulty in speaking full sentences

**KEEP CALM – DO NOT PANIC**

**☐ ENCOURAGE THE CHILD TO SIT UP AND FORWARD – DO NOT HUG THEM OR LIE THEM DOWN**

**☐ MAKE SURE THE PUPIL TAKES TWO PUFFS OF THEIR RELIEVER INHALER (USUALLY BLUE)**

**☐ ENSURE TIGHT CLOTHING IS LOOSENED**

**☐ REASSURE THE PUPIL**

**TWO PUFFS OF THEIR RELIEVER EVERY 2 MINUTES UP TO 10 TIMES, OR UNTIL THEIR SYMPTOMS IMPROVE.**

**CALL 999 URGENTLY IF:  
THEIR SYMPTOMS DO NOT IMPROVE IN 5 – 10 MINUTES  
THEY ARE TOO BREATHLESS TO TALK  
THEIR LIPS ARE BLUE OR IF IN ANY DOUBT**

**CONTINUE TO GIVE 2 PUFFS EVERY 2 MINUTES OF THEIR INHALER UNTIL THE AMBULANCE ARRIVES.**

## Appendix 2

### Template letter from school nurse to parent

Dear Parent

**Re: The Individual Health Plan**

Thank you for informing the school of your child's medical condition. With advice from the Department for Education and the school's governing bodies, we are working with schools to follow our shared medical conditions policy.

As part of this policy, we are asking all parents/carers of children with a complex health need to help us by completing an Individual Health Plan for their child. Please complete the plan enclosed and return it to me at ..... If you would prefer to meet me to complete the Individual Health Plan or if you have any questions then please contact me on [insert school nurse contact number].

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school and school nurse are kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

Thank you for your help.

Yours sincerely

## **Appendix 3a**

### **Form 3a – Medication Permission & Record – Individual Pupil**

Name of School:

Name of Pupil:

Class / Form:

Date medication provided by parent:

Name of medication:

Dose and Method:  
(how much and when to take)

When is it taken (time)

Quantity Received:

Expiry Date:

Date and quantity of medication returned to  
parent:

Any other information:

Staff signature:

Print name:

Parent Signature:

Print name:

Parent Contact Number:

## **Appendix 3b Form 3b – Record of Medication**

<b>Date</b>	<b>Pupil's Name</b>	<b>Time</b>	<b>Name of Medication</b>	<b>Dose Given</b>	<b>Any Reactions</b>	<b>Signature of Staff Member</b>
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## **Appendix 4**

### **Form 4 – Staff Training Record**

Name of School:

Type of training received:

Date training completed:

Training provided by:

Trainer Job Title and Profession:

**I confirm that the people listed above have received this training**

Name of people attending training

- 1.
- 2.
- 3.
- 4.
- 5.

Trainer's Signature:

Date:

**Use a separate sheet if more than five people have received training**

**I confirm that the people listed above have received this training**

Headteacher signature:

Print Name:

Date:

Suggested date for update training:

## Appendix 5

### Form 5 - for Visits and Journeys

This form is to be returned by (date):

School or Youth Centre:

Course or Activity

Date of Course / Activity:

#### Student Details

Surname:

Forename(s):

Date of Birth

#### Medical Information

Please indicate

Does your son/daughter suffer from any illness or physical disability?

Yes  
No

*If so, please describe:*

If medical treatment is required, please describe:

To the best of your knowledge has she/he been in contact with any contagious or infectious disease during the past four weeks?

Yes  
No

*If so, please give brief details:*

Is he/she allergic to any medication:

Yes  
No

*If so, please give brief details:*

Has your son/daughter received a tetanus injection in the last 5 years?

Yes  
No

Please indicate any special dietary requirements due to medical, religious or moral reasons:



**Parental Declaration**

I give permission for my daughter/son *(insert name)* to take part in the above activity as described, including all organised activities.

I undertake to inform the visit organiser or the Headteacher as soon as possible of any relevant change in medical circumstances occurring before the journey.

I hereby authorise any accompanying member of staff of the school to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner during the visit.

I understand the extent and limitations of the insurance cover provided.

**Contact Information**

Address:

Home Telephone No.

Work Telephone No.

**Emergency contact address if different from that above**

Address:

Tel No.

Name of Family Doctor:

Telephone Nos.

Address:

Signed:

Parent / Guardian

## **Appendix 6 - Giving Paracetamol in Tameside Schools**

**Form 3a should be completed for each child for written permission to give regular paracetamol.**

**Verbal consent from the parent or carer should be obtained prior to giving a dose of paracetamol to children.**

**NB** Paracetamol is an everyday drug, but it is potentially dangerous if too much is taken. Be careful to keep it out of the reach of children.

Many medicines that you can buy for colds or pain contain paracetamol (this information is given on the label). Do not give such medicines to a child at the same time, or four hours before or after giving paracetamol.

If the paracetamol does not seem to be helping the child's pain, contact the parent or carer for advice. Do not give extra doses of paracetamol.

Write down the time, date and child's name each time that you give paracetamol and ensure that you do not give too much.

Make sure that the medicines you have at school have not reached the 'best before' or 'use by' date on the packaging. Give out of date medicines to your pharmacist to dispose of.

The following questions are intended to guide your decision making and prevent paracetamol overdose.

## VERBAL CONSENT FROM PARENT/CARER

Name of parent/carer:

Relationship to young person:

Telephone number contacted on: Date and  
Time of phone conversation:

Questions to be read out and answered by parent/carer	YES	NO
<i>Has the young person ever had problems with Paracetamol?</i>		

*If yes, refer to GP  
Has the young person had any doses of Paracetamol in the last 24 hours, if so at what time and what dose was given?*

*Leave 4 hours between doses  
Has the young person had any other medication that contains Paracetamol in the last 4 hours such as cold or flu remedies?*

*If yes - do not give any paracetamol  
What dose of Paracetamol does the child usually take?*

*Refer to bottle or label before administering*  
Declaration by the person contacting the parent/carer

I have completed the above assessment questionnaire.  
*Parent/Guardian fully aware of what they are consenting to*  
I have assessed there are no contraindications and have administered the Paracetamol.  
Time and date .....  
Dose .....  
and knows why you wish to give Paracetamol, please state  
Signature .....  
reason .....

## Appendix 7 - Emergency Procedures

### Contacting Emergency Services

**Dial 999, ask for an ambulance and be ready with the following information:**

1. Your telephone number: **0161 330 5974**
2. Give your location: **St Damian's RC Science College, Lees Road, Ashton-u-Lyne**
3. State the postcode. **OL6 8BH**
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
9. Do not hang up until the information has been repeated back to you.
10. Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
11. Never cancel an ambulance once it has been called.

### Speak clearly and slowly

**St Damian's RC Science College, Lees Road, Ashton-u-Lyne OL6 8BH Tel: 0161 330 5974**

# Asthma Emergency Procedures

## Common signs of an asthma attack:

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

## Do . . .

- + keep calm
- + encourage the pupil to sit up and slightly forward – do not hug them or lie them down
- + make sure the pupil takes two puffs of their reliever inhaler (usually blue) immediately – preferably through a spacer
- + ensure tight clothing is loosened
- + reassure the pupil.

## If there is no immediate improvement

- + Continue to make sure the pupil takes two puffs of reliever inhaler every two minutes for five minutes or until their symptoms improve.

# 999

## Call an ambulance urgently if any of the following:

- + the pupil's symptoms do not improve in 5–10 minutes
- + the pupil is too breathless or exhausted to talk
- + the pupil's lips are blue
- + you are in any doubt.

Ensure the pupil takes two puffs of their reliever inhaler every two minutes until the ambulance arrives.

**After a minor asthma attack**

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

**Important things to remember in an asthma attack**

- + Never leave a pupil having an asthma attack.
- + 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 act like any reasonably prudent parent.
- + Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
  
- + Send a pupil to get another teacher/adult if an ambulance needs to be called.
- + Contact the pupil's parents/carers immediately after calling the ambulance.
- + A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent arrives.
- + Generally staff should not take pupils to hospital in their own car.

**Do not cancel an ambulance once called, even if the pupil's condition appears to have improved.**

# Anaphylaxis Emergency Procedures

## Anaphylaxis has a whole range of symptoms

Any of the following may be present, although most pupils with anaphylaxis would not necessarily experience all of these:

- + generalised flushing of the skin anywhere on the body
- + nettle rash (hives) anywhere on the body
- + difficulty in swallowing or speaking
- + swelling of throat and mouth
- + alterations in heart rate
- + severe asthma symptoms (see asthma section for more details)
- + abdominal pain, nausea and vomiting
- + sense of impending doom
- + sudden feeling of weakness (due to a drop in blood pressure)
- + collapse and unconsciousness.

## Do . . .

If a pupil with allergies shows any possible symptoms of a reaction, immediately seek help from a member of staff trained in anaphylaxis emergency procedures. Ensure all members of staff know who is trained.

### The trained member of staff should:

- + assess the situation
- + follow the pupil's emergency procedure closely. These instructions will have been given by the paediatrician/healthcare professional during the staff training session and/or the protocol written by the pupil's doctor
- + administer appropriate medication in line with perceived symptoms.

# 999

If they consider that the pupil's symptoms are cause for concern,  
**call for an ambulance . .**

### State:

- + the name and age of the pupil.
- + that you believe them to be suffering from anaphylaxis
- + the cause or trigger (if known)
- + the name, address and telephone number of the school
- + **call the pupil's parents/carers.**

### **While awaiting medical assistance the designated trained staff should:**

- + continue to assess the pupil's condition
- + position the pupil in the most suitable position according to their symptoms.

### **Symptoms and the position of pupil**

- + If the pupil is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should NOT stand up.
- + If there are also signs of vomiting, lay them on their side to avoid choking.
- + If they are having difficulty breathing caused by asthma symptoms or by swelling of the airways they are likely to feel more comfortable sitting up.

### **Do . . .**

- + **If symptoms are potentially life-threatening**, give the pupil their adrenaline injector into the outer aspect of their thigh. Make sure the used injector is made safe before giving it to the ambulance crew. Either put it in a rigid container or follow the instructions given at the anaphylaxis training.
- + **Make a note of the time the adrenaline** is given in case a second dose is required and also to notify the ambulance crew.
- + **On the arrival of the paramedics or ambulance crew** the staff member in charge should inform them of the time and type of medicines given. All used adrenaline injectors must be handed to the ambulance crew.

### **After the emergency**

- + After the incident carry out a debriefing session with all members of staff involved.
- + Parents/carers are responsible for replacing any used medication.

### **Do not cancel an ambulance once called, even if the pupil's condition appears to have improved.**



# Diabetes Emergency Procedures

## Hyperglycaemia

If a pupil's blood glucose level is high (over 10mmol/l) and stays high.

### Common symptoms:

- + thirst
- + frequent urination
- + tiredness
- + dry skin
- + nausea
- + blurred vision.

### Do . . .

Call the pupil's parents who may request that extra insulin be given.  
The pupil may feel confident to give extra insulin.

## 999

**If the following symptoms are present, then call the emergency services:**

- + deep and rapid breathing (over-breathing)
- + vomiting
- + breath smelling of nail polish remover.

## Hypoglycaemia

### What causes a hypo?

- + too much insulin
- + a delayed or missed meal or snack
- + not enough food, especially carbohydrate
- + unplanned or strenuous exercise
- + drinking large quantities of alcohol or alcohol without food
- + no obvious cause

### Watch out for:

- |                              |   |
|------------------------------|---|
| + hunger                     | + glazed eyes   |
| + trembling or shakiness     | + pallor  |
| + sweating                   | + mood change, especially angry or aggressive behaviour |
| + anxiety or irritability    | + lack of concentration                                 |
| + fast pulse or palpitations | + vagueness   |
| + tingling                   | + drowsiness.   |

## Do . . .

Immediately give something sugary, a quick-acting carbohydrate such as one of the following:

- + a glass of Lucozade, coke or other non-diet drink
- + three or more glucose tablets
- + a glass of fruit juice
- + five sweets, e.g. jelly babies
- + GlucoGel

The exact amount needed will vary from person to person and will depend on individual needs and circumstances.

After 10 – 15 minutes recheck the blood sugar again. If it is below 4 give another sugary quick acting carbohydrate.

This will be sufficient for a pump user but for pupils who inject insulin a longer-acting carbohydrate will be needed to prevent the blood glucose dropping again.

- + roll/sandwich
- + portion of fruit
- + one individual mini pack of dried fruit
- + cereal bar
- + two biscuits, eg garibaldi, ginger nuts
- + or a meal if it is due.

If the pupil still feels hypo after 15 minutes, something sugary should again be given. When the child has recovered, give them some starchy food, as above.

# 999

**If the pupil is unconscious do not give them anything to eat or drink; call for an ambulance and contact their parents/carers.**

# Epilepsy Emergency Procedures

First aid for seizures is quite simple, and can help prevent a child from being harmed by a seizure. First aid will depend on the individual child's epilepsy and the type of seizure they are having. Some general guidance is given below, but most of all it is important to keep calm and know where to find help.

## Tonic-clonic seizures

### Symptoms:

- + the person loses consciousness, the body stiffens, then falls to the ground.
- + this is followed by jerking movements.
- + a blue tinge around the mouth is likely, due to irregular breathing.
- + loss of bladder and/or bowel control may occur.
- + after a minute or two the jerking movements should stop and consciousness slowly returns.

### Do . . .

- + Protect the person from injury – (remove harmful objects from nearby).
- + Cushion their head.
- + Look for an epilepsy identity card or identity jewellery. These may give more information about a pupil's condition, what to do in an emergency, or a phone number for advice on how to help.
  
- + Once the seizure has finished, gently place them in the recovery position to aid breathing.
- + Keep calm and reassure the person.
- + Stay with the person until recovery is complete.

### Don't . . .

- + Restrain the pupil.
- + Put anything in the pupil's mouth.
- + Try to move the pupil unless they are in danger.
- + Give the pupil anything to eat or drink until they are fully recovered.
- + Attempt to bring them round.

# 999

## Call for an ambulance if . . .

- + You believe it to be the pupil's first seizure.
- + The seizure continues for more than five minutes.

- + One tonic-clonic seizure follows another without the person regaining consciousness between seizures.
- + The pupil is injured during the seizure.
- + You believe the pupil needs urgent medical attention.

## Seizures involving altered consciousness or behaviour

### Simple partial seizures

Symptoms:

- + twitching
- + numbness
- + sweating
- + dizziness or nausea
- + disturbances to hearing, vision, smell or taste
- + a strong sense of déjà vu.

### Complex partial seizures

Symptoms:

- + plucking at clothes
- + smacking lips, swallowing repeatedly or wandering around
- + the person is not aware of their surroundings or of what they are doing.

### Atonic seizures

Symptoms:

- + sudden loss of muscle control causing the person to fall to the ground. Recovery is quick.

### Myoclonic seizures

Symptoms:

- + brief forceful jerks which can affect the whole body or just part of it
- + The jerking could be severe enough to make the person fall.

### Absence seizures

Symptoms:

- + the person may appear to be daydreaming or switching off. They are momentarily unconscious and totally unaware of what is happening around them.

## Do . . .

- + Guide the person away from danger.
- + Look for an epilepsy identity card or identity jewellery. These may give more information about a person's condition, what to do in an emergency, or a phone number for advice on how to help.
- + Stay with the person until recovery is complete.
- + Keep calm and reassure the person.
- + Explain anything that they may have missed.

## Don't . . .

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

## 999

### Call for an ambulance if . . .

- + One seizure follows another without the person regaining awareness between them.
- + The person is injured during the seizure.
- + You believe the person needs urgent medical attention.

Further information can be found on the DfE website:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)