



Medical Policy

This medical policy will be reviewed biennially by the pupil and personnel committee of the governing body.

Date of last review: Autumn 2018

Date of next review: Autumn 2020

1. Carlton le Willows Academy is an inclusive community that aims to support and welcome pupils with medical conditions.

- a. Carlton le Willows Academy understands that it has a responsibility to make the academy welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. Carlton le Willows Academy aims to provide all children with all medical conditions the same opportunities as others at the academy. 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. Pupils feel confident in the support they receive from the academy to help them do this.
- d. Carlton le Willows Academy aims to include all pupils with medical conditions in all academy activities.
- e. Carlton le Willows Academy ensures all staff understand their duty of care towards children and young people in the event of an emergency.
- f. All staff feel confident in knowing what to do in an emergency.
- g. Carlton le Willows Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

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

- a. Parents are informed about the medical conditions policy:
 - At the start of the academy year when communication is sent out about healthcare plans
 - When their child is enrolled as a new pupil
 - Via the academy's website, where it is available all year round

b. Academy staff are informed and reminded about the medical policy

- Via online academy medical register
- At scheduled medical conditions training

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

a. First aid trained staff are aware of the most common serious medical conditions at this academy.

b. Staff at Carlton le Willows Academy understand their duty of care to pupils in the event of an emergency. In an emergency situation academy staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

c. First aid trained and PE staff who work with groups of pupils at this academy know what to do in an emergency for the pupils in their care with medical conditions.

d. Training for First Aid is reviewed on an annual basis

e. Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff room, PE department and food preparation rooms

See appendix 1 – form 1

See appendix 1 – form 2

See appendix 1 – form 3

See appendix 1 – form 4

See appendix 1 – form 5

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

a. All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- To contact a first aid member of staff or Health Care Adviser/ Student Support Worker within student support services

b. Training in general every day procedures is refreshed for all staff at least once a year.

c. Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, PE department, science department and food preparation rooms.

d. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents/carers are unavailable or academy will ask a parent/carer to meet the ambulance at casualty.

e. Staff should not take pupils to hospital in their own car, unless in extreme circumstances when an ambulance is unavailable.

The academy has clear guidance on the administration of medication

- a. All pupils at this academy with medical conditions have easy access to their emergency medication. This is available via student support services.
- b. All pupils are encouraged to carry and administer their own emergency medication i.e inhalers, epipens and insulin with a spare being kept where possible at West or East Student Support.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration - general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the academy support staff who are trained in the administration of these medications.
- b. Carlton le Willows Academy understands the importance of medication being taken as prescribed.
- c. 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.
- d. The student support staff are able to administer medication.
- e. The staff in student services 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 prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- f. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The academy has full indemnity insurance.
- g. Parents at Carlton le Willows Academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the academy Health Care Adviser immediately in writing; an email is acceptable.
- h. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- i. All offsite visits have at least one member of staff trained in first aid. All staff supporting an offsite activity are familiar with the medical conditions of the students in their charge.

6. Carlton le Willows Academy has clear guidance on the storage of medication at the academy

Safe storage – emergency medication (epipens)

- a. Emergency medication is readily available to pupils who require it at all times in student services during the academy day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the key box in student services and with the Student Advisers.
- b. All students carry their own epipens at all times and a spare kept in student services.
- c. Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard in the first aid room or Health Care Advisers office in East. Pupils with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The Health Care Adviser ensures the correct storage of medication at the academy Three times a year the student support Advisors and Health Care Adviser checks the expiry dates for all medication stored at the academy.
- b. The academy Health Care Adviser along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into the academy is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves
- c. Some medication at Carlton le Willows Academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in student services. This is in a secure area, inaccessible to unsupervised pupils.
- d. It is the parent's responsibility to ensure new and in date medication comes into the academy on the first day of the new academic year.

Safe disposal

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- c. The Health Care Adviser is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

7. Carlton le Willows Academy has clear guidance about record keeping

Enrolment forms

- a. Parents at Carlton le Willows Academy are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each academy year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

- a. Carlton le Willows Academy uses a healthcare plan to record important details about individual children's medical needs at the academy, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the Health Care Adviser's office.
- b. A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition. This is sent :
 - At the start of the academy year
 - At enrolment
 - When a diagnosis is first communicated to the academy
- c. If a pupil has a short-term medical condition that requires medication during academy hours, a medication consent form plus explanation is sent home for completion.
- d. Parents are regularly reminded to inform the academy if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

Academy medical register

- a. Healthcare plans are used to create a centralised register of pupils with medical needs. The Health Care Adviser has responsibility for the register at Carlton le Willows Academy

Medical incident recording

- a. Any injury incurred during school hours or during organised extra curriculum activities will be recorded on the on line incident reporting system. (Every)
- b. Any illness occurring during school hours or during organized extra curriculum activities will be recorded on the on line incident reporting system. (Every)

8. Carlton le Willows Academy ensures that the whole academy 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. This academy is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

- a. This academy understands the importance of all pupils taking part in sports, games and activities.
- b. Carlton le Willows Academy ensures classroom teachers; PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

- d. Carlton le Willows Academy ensures PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

- a. Carlton le Willows Academy ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided. The academy makes reasonable adjustments to ensure this duty is met.
- b. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator (SENCo). The academy's SEND coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- c. The SENCo will participate in the construction and implementation of all EHC plans as directed by the local authority where SEND is a factor and will coordinate appropriate healthcare support, as required.

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

- a. This academy works in partnership with all interested and relevant parties including all academy staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical policy at this academy. These roles are understood and communicated regularly.

Employer – Governing Body

Carlton le Willows Academy's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in academy activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.
- Ensure appropriate insurance cover is in place to provide indemnity to pupils and staff in the event of an accident or emergency.
- Ensure sufficient staff are trained to deliver health care support as required.

Headteacher

Carlton le Willows Academy's headteacher has a responsibility to:

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

All academy staff

All staff at Carlton le Willows Academy have a responsibility to:

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

Teaching staff

Teachers at this academy have a responsibility to:

- Ensure students who have been unwell catch up on missed academy work and provide work during the pupils absence.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

Academy Health Care Adviser

The academy Health Care Adviser has a responsibility to:

- Provide regular training for academy staff in managing the most common medical conditions in academy.
- Provide information about where the academy can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in academy annually for expiry dates and dispose of accordingly. Administer medication to students as prescribed.

First aiders

First aiders at this academy have a responsibility to:

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

Special educational needs coordinators

The SENCo at this academy has a responsibility to:

- Support any provision detailed in an EHC plan required for a pupil to access their education entitlement
- Know which pupils have a medical condition and which have special educational needs because of their condition and communicate this information to academy staff. (A medical condition alone does not always constitute a special educational need)
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Liaise with external agencies to ensure appropriate support and training is delivered.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend this academy, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of academy hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the academy with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Pupils

The pupils at this academy have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, 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

The parents/carers of a student at this academy have a responsibility to:

- Tell the academy if their child has a medical condition.
- Ensure the academy has a complete and up-to-date Healthcare plan for their child.
- Inform the academy about the medication their child requires while taking part in visits, outings or field trips and other out-of-academy activities.
- Tell the academy about any changes to their child's medication, what they take, when and how much.
- Inform the academy of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the academy with appropriate spare medication labelled with their child's name.

- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend the academy.
- Ensure their child catches up on any academy work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Contacts

Mr C Turner – Deputy Head Teacher responsible for Inclusion and SEN.
cturner@clwacademy.co.uk

Mr D Taylor – Director of Student Support. dtaylor@clwacademy.co.uk

Mrs H King – Health Care Adviser hking@clwacademy.co.uk

Miss T Marks – SENCO – tmarks@clwacademy.co.uk

Appendix 1 - Form 1

Asthma awareness for academy staff

What to do in an asthma attack

- Keep calm.
- Encourage the child or young person to sit up and slightly forward .
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Ring student services and ask for a first aider to come to the student.

If there is no immediate improvement

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

Call 999 or a doctor urgently if:

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

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

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

Common signs of an asthma attack are:

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

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in academy. When the pupil feels better they can return to academy 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 academy 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 another pupil to get another teacher/adult if an ambulance needs to be called. **
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

Appendix 1 – Form 2

Epilepsy awareness for academy staff

Complex partial seizures

Common symptoms

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

Ring student services and ask for a first aider to come to the student

Call 999 for an ambulance if...

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

Do...

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

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
- Explain anything that they may have missed

Tonic-clonic seizures

Common symptoms:

- The person goes stiff
- Loss of consciousness and falls to the floor

Do...

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished

- Stay with them until recovery is complete
- Be calmly reassuring

Don't...

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

Call 999 for an ambulance if...

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

Appendix 1 – Form 3

Anaphylaxis awareness for staff

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

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

Eye - Symptoms:

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

Airway - Symptoms:

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

Digestion:

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

Skin:

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

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

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

Symptoms of Severe Reaction/ Anaphylaxis:

These could include any of the above together with:

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

TREATMENT

Ring student services and ask for first aider to come to student

Send a student or member of staff to student services to collect second epipen and to ask them to ring for an ambulance and parents.

If student conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.

If student is conscious and alert ask them to self-administer their epipen. If student unconscious, trained member of staff to administer epipen as per training. Record time of giving.

If no improvement within 5 minutes then second epipen to be administered.

Keep used epipens and give to paramedics when they arrive.

Appendix 1 – Form 4

Diabetes awareness and treatment for staff

What is it?

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:

Hypoglycaemia: Hunger, feeling 'weak' and confused, sweating, dry, pale skin

Shallow breathing

Hyperglycaemia:

Thirst, vomiting, fruity/sweet breath rapid, weak pulse

First aid aims

Hypoglycaemia:

Raise blood sugar level as quickly as possible. Get casualty to hospital, if necessary

Hyperglycaemia:

Get casualty to hospital as soon as possible

Treatment

Hypoglycaemia:

Sit casualty down

If conscious, give them a sugary drink, chocolate or other sugary food

If there's an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.

If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance

Hyperglycaemia:

Call 999 immediately

Further actions

If the casualty loses consciousness:

Open airway and check breathing Place

them in recovery position

Prepare to give resuscitation

<p>Daily care requirements:</p>
<p>Follow up care: Parents to liaise with the school's health care adviser regarding any change in his/her condition and school will engage with parents and outside agencies.</p>
<p>Who is responsible in an emergency (state if different on off-site activity): Health Care Adviser</p> <p>Off-site – the trip leader and the designated emergency contact for the trip</p>
<p><u>Plan agreed by:</u></p> <p>Carlton le Willows Academy School Health :</p> <p>Parents:</p>

Signed (Parent or Carer).....

Date.....