

# **Hillesley C.E.V.A. Primary School**



## **Medical Conditions Policy**

**J. Pedley**

**2017  
Next Review – 2020**

## Medical Conditions Policy

This school is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition 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 wellbeing once they leave school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Staff understand the medical conditions that affect pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

Staff receive training on the impact medical conditions can have on pupils.

**All children with a medical condition should have an individual healthcare plan (IHP)**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**Staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- School staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. Please refer to staff and supply staff information booklets.
- Staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care setting.

**Staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives or accompany a child taken to hospital by ambulance. They will only do this if a parent cannot be contacted or cannot arrive at school before ambulance arrives. Staff will not take pupils to hospital in their own cars.

**This school has clear guidance on providing care and support and administering medication at school.**

- The school will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child.
- This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This

school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- This school will not give medication (prescription or non-prescription) to a child under 16 without parent's written consent except in exceptional circumstances.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

**This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils may carry their emergency medication with them on off-site activities where appropriate.
- Pupils medication is kept in the School Office in labelled boxes for each KS group and then in named bags. If a fridge is required then it is kept in the staff fridge (clearly labelled with the child's name) for KS2 and Class Fridge in Class 1 for KS1.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school year, unless it is going out of date and to provide new and in-date medication at the start of each year or before if required.

## **This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, and relevant healthcare services.
- This school has a centralised register and identified staff members.
- IHPs are regularly reviewed, whenever the pupil's needs change.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with other party.
- This school meets with the pupil (where appropriate), parent and relevant healthcare services (where appropriate) prior to any overnight stays to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's file and a record accompanies them on the visit.
- The school keeps an accurate record of all medication administered, including the dose, date and supervising staff.
- The school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP.
- This school keeps an up-to-date record of all training undertaken and by whom.

## **This school ensure 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.**

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of school activities. Within the school's environmental physical accessibility limitations.
- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside

the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils (where appropriate). This includes out of school clubs and team sports (where appropriate).
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with parents/carers and other healthcare professionals.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out of school visits. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.**

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common

triggers. It has a list of the triggers for pupils with medical conditions at this school.

- An individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have avoided, and changes school policy according to these reviews.

**Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the L.A and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parents, school's governing body, all school staff, catering staff, healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

---

Policy ratified by Governing Body .....September 2017.....  
Review 2020, or sooner if required.

## APPENDIX ONE

### **ASTHMA**

#### **What is Asthma?**

Asthma is a long-term medical condition that affects the airways – the small tubes that carry air in and out of the lungs. Children and young people with asthma have airways that are always red and sensitive (inflamed). Asthma triggers irritate these airways, causing them to react.

When a child or young person with asthma comes into contact with an asthma trigger, the muscles around the walls of the airways tighten so that the airways become narrower. The lining of the airways becomes inflamed and starts to swell. Often sticky mucus or phlegm is produced. These reactions lead to the symptoms of asthma.

The vast majority of pupils with asthma should only need to take reliever medication (usually a blue inhaler) at school.

#### **The Signs of an asthma attack are:**

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache).

#### **Call an ambulance immediately and commence the asthma attack procedure without delay if the child:**

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed.

#### **What to do in the event of an asthma attack**

- Keep calm and reassure the child.
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler.
- Remain with the child while the inhaler and spacer are brought to them.

- Immediately help the child to take two separate puffs of salbutamol via the spacer.
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs.
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better.
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE.
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way.

## Triggers

A trigger is anything that irritates the airways and causes asthma symptoms. There is a wide variety of asthma triggers which can affect people's asthma in different ways. Many people with asthma have several triggers. It is important that children and young people with asthma get to know their own triggers and try to stay away from them or take precautions where possible.

Common triggers include:

- Viral infections (colds and flu)
- House dust mites
- Pollen/grass cutting.
- Tobacco smoke
- Furry/feathery animals
- Air pollution
- Laughter
- Excitement
- Stress
- Mould
- Chalk Dust
- Scented deodorants/perfumes
- Latex gloves
- Dust from flour and grain
- Chemicals/fumes
- Cleaning/gardening products
- School maintenance/woodwork chemicals.
- Wood dust

As this school we have tried to eliminate/reduce common triggers for asthma, by

- not allowing on site (smoking).

- Grass cutting is undertaken at weekends.
- White boards are used in classrooms not chalk boards.
- Furry/feathery animals are not allowed on site.
- If weather is very hot pupils do not go out. Inhalers are kept in a central position in school.
- PHSE lessons get pupils to talk about feelings and we have a reflective corner for pupils which they can write down what they feel. This helps to reduce stress.
- Cleaning Products are kept in a locked cupboard and cleaning is done outside school hours.

### **Recording Usage**

In with each inhaler there is a book for recording usage of inhaler with the date the inhaler was used and signed by the staff member attending.

### **Emergency Inhaler**

This school holds an emergency inhaler and spacers which has been brought by the school. This is part of the emergency asthma inhaler kit and includes:-

- A salbutamol metered dose inhaler.
- At least two plastic spacers compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler.
- Manufacturer's information.
- A note of expiry date, with book for recording usage, by whom and signed by adult attending.
- A note of the arrangements for replacing the inhaler and spacers.
- A list of children permitted to use the emergency inhaler as details in the medical notes list.

A letter is sent home to advise parents if their child/children have used the emergency inhaler, why and how many puffs (please see section one).

## **Other Resources**

[www.asthmas.org.uk](http://www.asthmas.org.uk)

Download specialist information on every aspect of asthma.

Asthma UK Adviceline

Ask for help and advice from an asthma nurse specialist

0800 121 62 44

Interactive Resources

How to use your inhaler and look inside your body.

NHS Direct

Phone 0845 4647

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Asthma Attach Card

A pocket sized card to inform people with asthma and those around them about what to do in an asthma attack.

My Asthma

A self management resource designed for children aged 6-11. It contains a personal asthma plan, a medicines postcard and a calendar to help children keep track of their asthma symptoms.

Out There & Active Information Card

An ideal card to give to young people with asthma, summarising essential information.

Out There & Active a Guide for Parents

This booklet gives parents of children with asthma the information and guidance to support and encourage their child to take part in exercise. Free copies of the booklet are available.

## Section One

Date:

Dear Parents

Child's Name .....

This letter is to formally notify you that ..... has had problems with his/her breathing today.

This happened when

.....  
.....  
.....  
.....  
.....

- They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... Puffs.
- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... Puffs.

*(Delete as appropriate)*

Yours sincerely

Jayne Pedley  
Head Teacher