



St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Managing Medical Needs

Author: South Gloucestershire Council

Date: July 2010

Approved:

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Headteacher

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Chair of Governors

The Manor C of E Primary School

MANAGEMENT OF MEDICAL NEEDS

1 – POLICY STATEMENT

The school policy is to support pupils/students to attend schools who have a medical condition. The school will therefore support administration of short and long term medication and medical techniques where this is necessary for the pupil/student to continue to be educated at school. The school will also put in place procedures to deal with emergency medical needs. To this end procedures have been established to ensure that all concerned, staff, parents, pupil/students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency. It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

2 – DEFINITIONS

- 2.1 **Daily Care Requirements** – These are the agreed actions that staff will take place in school to help manage the medical condition on a daily basis. This could be administration of medication, carrying out medical techniques or simply to remind and/or supervise a pupil/student taking medication.
- 2.2 **Emergency Action** – This is action that will be taken in the event of a medical emergency. Action will be to dial 999 unless a pupil/student exhibits certain defined symptoms that are covered by a health care plan and an alternative has been specified, e.g. phone parent/carer or administer emergency medication.
- 2.3 **Emergency Medication** – This is medication held in school which will be administered if specified symptoms are observed in a student who has been identified with a medical condition and for which a health care plan is in place.
- 2.4 **Emergency Situation** – This is a situation where a pupil/student exhibits certain defined symptoms that have been identified as requiring emergency action.
- 2.5 **Health Care Plan (HCP)** – This is the agreed plan to be followed in managing a medical need and will include day to day support and/or details of emergency action to be taken as appropriate.
- 2.6 **Long Term Medication** – This is prescribed medication required to manage a long term medical need, i.e. asthma, epilepsy etc.
- 2.7 **Medical Condition** – This is a condition that has been identified by medically qualified personnel.
- 2.8 **Medical Techniques** – These are specialist techniques which will either be undertaken routinely or in an emergency situation. Staff must have received appropriate information, instruction, training and supervision as identified as necessary when preparing the HCP.
- 2.9 **Short Term Medication** - This is prescribed medication that a pupil/student requires when they have an illness, e.g. antibiotics

3 - PROCEDURES

The following are the procedures that are to be followed in school to ensure the management of medical needs:

3.1 – LONG TERM MEDICAL NEEDS

Step 1 – Obtain Information on Pupil/Students long term Medical Conditions

Prior to children starting at school parents/carers are requested to complete information on their child's health and, prior to the start of each subsequent year, they are asked to update this information. This will be done using form 1 attached. In addition to medical conditions the form also requests information on emergency contacts NB: Parents/carers are not required

to disclose information but if they do not it must be made clear to them that this will prevent the school from ensuring the safety of their child.

Step 2 – Assess the information provided

The health and emergency contact form, see form 1, should include additional detail where medication will be brought onto site and/or where staff are expected to provide support in administering medication or carrying out medical techniques. The following are the general assessment criteria to be followed:

a) Where there is an indication pupils/students will undertake self-administration of long term medication - The information provided will be used initially to assess whether the pupil/student will be allowed to self administer, this decision being based on the pupil/students maturity, the type of medication and the environment. If it is decided that the pupil/student can self administer a further decision will be taken as to whether the medication can be carried or should be kept in office/class. In these cases no HCP will be produced but the daily care requirements, what the medication is and what might constitute an emergency for the pupil/student will be added to the class/year group medical record form, see form 4 attached. NB: Whenever medication is brought onto site the medication must be labelled to indicate who it is for and the dose required.

b) Where the form indicates that a student will require assistance to administer long term medication - The information provided will initially be used as the basis for discussion with staff as to whether the assistance can be provided. If not the responsibility will fall to the parent but it will be advised that the situation be discussed with consultant/GP as it may be possible to vary when medication needs to be provided. If staff feel able to support the administration of medication then a further decision is required to decide whether there is a need for a HCP. Unless the request is simply to remind the pupil/student to take medication or store and hand out medication a HCP, see form 2 attached, should be produced.

c) Where the form indicates that staff may be required to undertake medical techniques - The information from the form will initially be used as the basis for discussion with staff to see if they are happy to provide the support. If they are not then the Head Teacher will look at other possibilities and discuss these with the parents/carers. Where staff agree to provide support they must be provided with information, instruction, training and supervision as necessary and a HCP, see form 2 attached, must be produced.

d) Where the form indicates there are allergic reactions that may require emergency medication to be administered – The information from the form will be considered. There are many allergies that pupils/students have which are generally not life threatening, e.g. hay fever, but any pupil/student with anaphylaxis, which is an extreme allergic reaction, will require the completion of a HCP, see form 2 attached.

e) Where there is information on allergies – This needs to be considered as a whole school issue and in case of food allergies information must be shared with catering and guidance should be issued to parents on what other children can bring to school. It will usually be sufficient to include such information on the class/year group medical record form, see form 4 attached.

Step 3 – Complete HCP

Where the assessment has indicated a HCP is needed and agreement has been reached with staff to either administer medication or support a pupil/student with medical techniques, an individual HCP must be completed. This plan will be based on information provided by the parents/carers or by medically qualified personnel as appropriate. Any support identified as necessary when completing the HCP, whether in terms of facilities, equipment or training must be provided.

Step 4 – Add information to summary Sheet

Compile the information on the medical needs of pupils/students and then add to the class/year group medical record form, see form 4 attached. This information aims to make

staff aware of these issues and know who has a medical need and what that is. It must include as much detail as possible about what constitutes an emergency situation and what the daily care requirements are if any.

Step 5 – Record Keeping

It is necessary to record whenever medication is administered or there is a need to undertake a medical technique. Form 3 attached should be completed for each individual whether the administration of medication or the medical technique undertaken is planned or an emergency intervention.

Step 6 – Review

Parents/carers need to be reminded regularly to update the school concerning their child's medical needs and a review of the existing procedures needs to occur whenever this happens or there is any reason to suspect the HCP is out of date or ineffective.

3.2 – SHORT TERM MEDICATION

In the case of short term medication the school will look at individual requests but will only administer medication where agreed by the Head Teacher and only when a written request is received. It is the responsibility of the parents/carers to supply the medication which must be in an appropriately labelled container indicating name of pupil/student and the dose to be given. The pupil/student will be required to come to the office at the beginning of lunch or otherwise as required in order for the medication to be administered. A record of the medication administered will be made using Form 3 attached.

COMMON MEDICAL CONDITIONS

The following provides some general information on medical conditions that occur frequently in schools or which have caused concerns in terms of the management of the condition.

1 - ASTHMA

a) What is Asthma? Asthma is a condition which affects the airways. When a person comes into contact with a trigger, something that irritates their airways, the muscles around the walls of the airways tighten so that the airways become narrower making it difficult to breathe. It is a common condition that appears to be increasingly prevalent in children with one in ten children having asthma in the UK. Most schools will therefore have pupils/students attending who have asthma.

b) What are the Symptoms? The most common symptoms are coughing, wheezing, shortness of breath and tight feelings in the chest.

c) What medication is used? There are two main types of medicines used to treat asthma, relievers and preventers.

Relievers (blue inhalers) are medicines taken immediately to relieve asthma symptoms. These are taken during an asthma attack and sometimes before exercise. They are therefore the most common type of inhaler in schools but the dosage for each pupil/student will vary.

Preventers (brown, red, orange inhalers, sometimes tablets) are used to control swelling and inflammation in the airway, stopping them being so sensitive and reducing the risk of severe attacks. These will normally be used outside of school hours.

d) Emergency Arrangements – The information in the Health Care Plan under this heading will normally indicate the following or similar:

Should (name of pupil/student) have difficulty breathing, or continue to cough, or appear to be wheezy **he/she** should be given the **opportunity/encouraged** to use **his/her** medication immediately. If it is possible to identify the trigger and remove it, i.e. move indoors out of cold air or away from pollen, then this should be done. The pupil should be **comforted/given support** as appropriate. If after medication is administered there is no improvement in the condition or the condition deteriorates, then medical advice must be sought and/or an ambulance called and family contact notified.

NB the medication can take some 5 to 10 minutes to take effect but if the child is becoming distressed or unduly tired call an ambulance.

e) Daily Care Requirements – The information in the Health Care Plan under this heading will normally indicate the following or similar: (Name of pupil/student) will make use of **his/her inhaler/nebuliser regularly/as and when required**. This may be more frequently in cold weather or prior to PE. The pupil/student will normally require (indicate usual number of “puffs”) ___ puffs. The **inhaler/nebuliser** contains (add information on chemical) _____ and is kept in **classroom/office/carried by the pupil/student**. The **inhaler/nebuliser** is marked with **his/her** name. The pupil/student is able to use the **inhaler/nebuliser with assistance/without assistance**.

f) Competence – All staff are able to assist in reminding pupils/supervising pupils taking the medication. The parent/carer/school nurse/first aider will demonstrate the use of inhalers/nebulisers as appropriate.

For additional information see Asthma UK website www.asthma.org.uk

2 - EPILEPSY

a) What is Epilepsy? Epilepsy is a neurological condition, also known as a seizure disorder, characterised by recurrent epileptic seizures. At least one in 200 children have epilepsy so most schools will at some stage have a pupil/student attending with epilepsy.

b) What types of seizures occur?

- **Tonic Clonic Seizures** - During tonic phase of a tonic clonic seizure the muscles become rigid and the person usually falls to the ground. Incontinence may occur. The pupil's pallor may change to a dusky blue colour. Breathing may be laboured during the seizure. During the clonic phase of the seizure these will gradually cease. The pupil may feel confused for several minutes after a seizure. Recovery times will vary with some pupils requiring a few seconds to recover whilst others will need to sleep for several hours.

• **Absence Seizures** - These are short periods of staring, or blanking out and are nonconvulsive generalised seizures. They last only a few seconds and are most often seen in children. A pupil/student having this kind of seizure is momentarily completely unaware of anyone/anything around him/her, but quickly returns to full consciousness without falling or loss of muscle control. These seizures are so brief that the person may not notice that anything has happened. Parents and teachers may think that the pupil is being inattentive or is day dreaming.

• **Partial Seizures** - Partial seizures are those in which the epileptic activity is limited to a particular area of the brain. There are two main types as below:

○ **Simple Partial Seizures** (when consciousness is not impaired) This seizure may be presented in a variety of ways depending on where in the brain the epileptic activity is occurring.

○ **Complex Partial Seizures** (when consciousness is impaired) This is the most common type of partial seizure. During a temporal lobe complex partial seizure the person will experience some alteration in consciousness. They may be dazed, confused and detached from their surroundings. They may exhibit what appears to be strange behaviour, such as plucking at their clothes, smacking their lips or searching for an object.

c) What Medication is used? Pupils/students will be provided with an anti-epileptic drug (AED) to prevent further seizures. The choice of drugs depending on the patient and the type of epilepsy they have. They may also have emergency medication which is to be administered in case of a fit or seizure.

d) Emergency Arrangements – The information in the Health Care Plan will vary considerably but will indicate the symptoms where known, i.e. in case of tonic clonic seizures whether the pupil will fall to the ground, become incontinent etc. The information in the Health Care Plan under this heading will normally indicate the following or similar:

Should (Name of pupil/student) suffer a seizure, which will normally involve _____, nothing is to be done to stop or alter the course of the seizure unless emergency medication is required. The **pupil/student** should not be moved unless the **pupil/student** is in a dangerous place, but something soft can be placed under **his/her** head. The **pupil/student's** airway must be maintained at all times. The **pupil/student** should not be restrained and there should be no attempt to put anything into the mouth. Once the convulsion has stopped, the **pupil/student** should be turned on **his/her** side and put into the recovery position. Someone should stay with the pupil/student until **he/she** recovers and re-orientates.

or

Should (Name of pupil/student) **suffer an epileptic fit which lasts for __ minutes or more/suffers (insert number) __ of seizures then he/she** will need to have emergency medication administered. The competent member of staff, in company with a second adult, will administer the medication.

Initially __ milligrams of (add in name of drug) _____ will be administered **rectally/by drops into the mouth**. In the event there are difficulties administering the medication, e.g. diarrhoea, call an ambulance. If the **fit/seizures** continue a second dose of __ milligrams of (add in name of drug) _____ are to be administered. If the **fit/seizures** continue for __ minutes call an ambulance and notify family contact.

e) Daily Care Requirements – In the case of Epilepsy this section will usually be left blank. This is because only emergency medication will normally be required.

f) Competence – Staff who volunteer to administer the emergency medication must have received training from an approved source. This will involve information on the specific type of epilepsy, the possible triggers and instruction/demonstration on administering the medication.

For additional information see British Epilepsy Association website www.epilepsy.org.uk

3 - DIABETES

a) What is diabetes? Diabetes is a condition in which the amount of glucose (sugar) in the blood is too high because the body cannot use it properly. This is either due to the lack of

insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes). Insulin is a hormone that helps the glucose to enter the cells where it is used as fuel by the body. Diabetes affects about one in 550 children and the majority will have Type 1 diabetes.

b) What are the symptoms? Where the condition is not managed effectively children can suffer a hypoglycaemic reaction (hypo). The following symptoms, either individually or combined, may be indicators of a hypo in a pupil with diabetes: hunger, sweating, drowsiness, pallor, glazed eyes, shaking, lack of concentration or irritability.

NB Greater than usual need to go to the toilet or to drink, tiredness and weight loss may indicate poor diabetic control. If any such symptoms are noted these should be brought to the attention of the parent/carer.

c) What medication is used? Insulin is used to control the condition and children at a very early age are able to manage the condition.

d) Emergency Arrangements – The information in the Health Care Plan under this heading will normally indicate the following or similar: Should (name of pupil/student) suffer an hypo, which will normally involve *him/her appearing drowsy/starting to shake/becoming irritable/_____*, *he/she should be given the opportunity/encouraged to take a glucose tablet/sugary drink/_____*. The hypo should pass within (usually 10 - 15 minutes) _____ and if it persists past this time call an ambulance and notify the family contact. If the pupil recovers within ___ minutes *he/she* should be encouraged to consume a slow acting starchy food, e.g. glass of milk.

e) Daily Care Requirements – The information in the Health Care Plan under this heading will normally indicate the following or similar: (Name of pupil/student) will need to be reminded to check *his/her* blood glucose levels *atlunchtime/breaktimes/(Specify period)_____*. The pupil/student will need **no assistance/help** with the test kit but is to use the kit in (*indicate room or space.*)_____, so that he/she is not likely to be disturbed by other pupils/students.

f) Competence – All staff are able to assist in reminding pupils/students to use or to supervise them using the test kit. The use of the test kit will be demonstrated to staff by parent/care/school nurse as appropriate.

For additional information see Diabetes UK website www.diabetes.org.uk

4 - ANAPHYLAXIS

a) What is anaphylaxis? Anaphylaxis is an extreme allergic reaction caused by the body's immune system reacting to a substance it perceives as a threat. The reaction can occur very quickly and can be life threatening. Although no figures have yet been provided for the number of pupils/students who currently suffer from anaphylaxis a study on the Isle of Wight indicated 1 child in 70 as likely to be allergic to peanuts, tree nuts or both. The most common cause of anaphylaxis is food, e.g. legumes (nuts), fish, dairy products but also penicillin, latex and stinging insects can cause allergic reactions. In its most severe form the condition can be life-threatening.

b) What are the symptoms? Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include swelling of the face, throat, tongue and lips, difficulty in swallowing, flushed complexion, abdominal cramps and nausea, a rise in heart rate, collapse or unconsciousness, wheezing or difficulty breathing

c) What medication is used? There is no preventative medication but where an anaphylaxis reaction occurs then there will usually be a need to administer adrenaline. This will normally be by use of a pre loaded-injection cartridge, often referred to as an EPI PEN. (This is because adrenaline is also known as epinephrine.) For some children, the timing of the injection may be crucial. This needs to be clear in the Health Care Plan and suitable procedures put in place so that swift action can be taken in an emergency.

d) Emergency Arrangements – The information in the Health Care Plan under this heading will normally indicate the following or similar:

Should (name of Pupil/Student) **have/thought to have consumed** any food product containing **legumes/_____ and/or exhibits/indicates** the following symptoms, **wheeziness/difficulty breathing/ abdominal cramps/_____** **he/she** will be given the EPI-PEN adrenaline auto injection into the fleshy part of the thigh. An ambulance will also be called and the family contact notified.

e) Daily care requirements – These need to be discussed carefully and where triggers have been identified a whole school approach to controlling or eliminating them is recommended.

f) Competence – Staff who volunteer to administer the emergency medication must have received training from an approved source. The training will cover information on the cause of the allergic reaction and instruction/demonstration/practice on administering the medication, i.e. using the EPI-PEN. The use of the EPI-PEN is quite simple but staff usually like refresher training from time to time as the EPI-PEN is rarely used. Training can be provided by GP/Consultant/School Nurse/First Aid provider.

For additional information on anaphylaxis and other allergies see the Allergy in Schools website www.allergyinschools.org.uk

FORM 1

THE MANOR C OF E PRIMARY SCHOOL HEALTH & EMERGENCY CONTACT FORM

This form needs to be completed for every pupil/student and returned to school either in advance of the pupil/student starting at school or at the start of every subsequent school year.

NAME OF PUPIL/STUDENT: _____ **YEAR AND/OR CLASS:** _____

PART 1 – MEDICAL NEEDS

Medical needs are conditions which have been medically diagnosed and which require use of long term medication, emergency medication or use of medical techniques. Please ring the appropriate statement(s) below:

My son/daughter

- a) does not have any medical need
- b) has a medical condition which requires medication to be used in school but this will be self administered
- c) has a medical condition which requires medication to be used in school and assistance is requested from staff
- d) has a medical condition and will require assistance other than support with medication

NB: If you have ringed either b) c) or d) please complete the additional information form as well

NB: The prime responsibility for a pupil/student's health lies with the parent or carer. Assistance will only be provided where the additional information form is completed and it must be clearly understood assistance provided by the school is on a voluntary basis.

PART 2 – ALLERGIES

Please advise if your child has any allergies that staff should be made aware of. Severe allergies, anaphylaxis, will be diagnosed as a medical condition and should be incorporated in your answer to 1 above. Please ring the relevant statement below

My son/daughter

- a) does not have any allergies
- b) is allergic to the following:

NB: If as a result of the allergy your child may suffer an extreme allergic reaction please complete the additional information form as well

PART 3 – CONTACT INFORMATION

Please indicate below the Contacts to be used if an emergency involving your child occurs in school. The common ‘emergencies’ will usually be if your child is unwell or in case of an accident where the first aider assesses that your child requires specialist medical attention. The school will not contact you in case of minor accidents.

1

Name

Relationship

Contact Telephone numbers

Home

Work

Mobile

2

Name

Relationship

Contact Telephone numbers

Home

Work

Mobile

3

Name

Relationship

Contact Telephone numbers

Home

Work

Mobile

4

Name

Relationship

Contact Telephone numbers

Home

Work

Mobile

Name : _____

Signature :

ADDITIONAL INFORMATION FORM

If you have ringed anything other than a) in parts 1 and 2 of the Health & Emergency Contact Form you should complete the relevant section(s) below or arrange to contact the school and discuss the situation. Please complete all of the relevant sections even if there is some duplication. Please note this information will be kept confidential until a decision is made on whether the medical needs can be supported at school but subsequently, information will be communicated to staff and volunteers as necessary to ensure your child's safety.

A) Request for child to self administer medication

Please provide the following information on your child's medical condition
What is the medical condition?

What medication will your son/daughter bring to school?

Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)

Any other information which you feel is relevant

B) Request to assist with the Administration of Medication

Please provide the following information on your son/daughters medical condition

What is the medical condition?

What medication will your son/daughter bring to school?

Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)

Any other information which you feel is relevant

C) Request to assist with Medical Techniques

Please provide the following information on your son/daughters medical condition
What is the medical condition?

What medical techniques will staff be expected to assist with?

Please indicate what constitutes an emergency situation for your child. That is when something other than normal care will be required.

Any other information which you feel is relevant

D) Request to assist in the management of your child's allergy/ies

Please provide the following information on your son/daughters allergy/ies
What is your child's allergy/ies?

What support will be required to manage the allergy/ies?

Please indicate what constitutes an emergency situation for your child. (That is when something other than normal care will be required.)

Any other information which you feel is relevant

The Manor C of E Primary School HEALTH CARE PLAN FOR _____

DATED – / – / –

The information on this plan is sensitive but where necessary, in order to ensure the safety of the pupil/student, the front page of the plan will be displayed in appropriate places around the school and the entire plan shared with the persons indicated at the end of the plan.

**Space for
photograph**

(Name)_____ has a medical condition which may be life threatening and this plan details both what constitutes an emergency and, where appropriate, day-to-day arrangements in place to manage the condition. Where necessary, and following agreement with the parent(s)/carer(s) a picture is included so that staff can readily recognise (name)_____ and thus ensure that immediate emergency action is implemented

MEDICAL CONDITION

Indicate below what the medical condition is

EMERGENCY SITUATION

Describe what constitutes an emergency situation for the pupil/student

EMERGENCY ARRANGEMENTS

Describe the action to be taken should an emergency situation occur and who by

FOLLOW UP CARE & RECORDING

Describe what to do following an incident if the pupil/student remains in school.

DAILY CARE REQUIREMENTS

Describe what support is needed normally

FORM 2
CONTACT INFORMATION

FAMILY CONTACTS

1) Name : _____ 2) Name : _____
Relationship : _____ Relationship : _____
Phone No. (Home) : _____ Phone No. (Home) : _____
(work) : _____ (work) : _____

MEDICAL CONTACTS

3) GP Name : _____ 4) OTHER Name : _____
Phone No. _____ Title : _____
Phone No. _____

EMERGENCY CONTACT

In the event an ambulance needs to be called:

DIAL 999, ASK FOR AMBULANCE; GIVE THE NAME AND ADDRESS OF SCHOOL AS BELOW

The Manor C of E Primary School, Roundways, Coalpit Heath, Bristol BS36 2LF

GIVE YOUR NAME, THE NAME OF THE PUPIL/STUDENT AND THE PUPIL/STUDENTS MEDICAL
CONDITION AND SYMPTOMS.

COPIES OF HEALTH CARE PLAN SENT TO

WHO: NAME (S) DATE PROVIDED

Parent/Carer

Class/Form Tutor

Staff who have agreed to administer medication:

GP/Consultant.

Transport Provider

Other

In addition copies of the health care plan are kept on the individuals school file, with the medication
and front page displayed in medical room, staff room and office.

FORM 3

PUPIL/STUDENT MEDICAL RECORD FORM

RECORD OF ADMINISTRATION OF MEDICATION AND/OR MEDICAL TECHNIQUES UNDERTAKEN

NAME OF PUPIL/STUDENT _____ CLASS/YEAR

GROUP _____

DAY DATE TIME MEDICATION ADMINISTERED OR MEDICAL TECHNIQUE

PERFORMED

PLANNED OR AN

EMERGENCY

NAME OR INITIALS OF

PERSON (S) PROVIDING

SUPPORT