

ORMISTON SANDWELL COMMUNITY ACADEMY EDUCATION OF STUDENTS WITH MEDICAL NEEDS

- 1. This Academy is an inclusive community that aims to support and welcome pupils with medical conditions.**
 - a. OSCA 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 enroll in the future.
 - b. OSCA 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 in order to help them do this.
 - d. OSCA aims to include all pupils with medical conditions in all Academy activities.
 - e. OSCA ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - f. All staff feel confident in knowing what to do in an emergency.
 - g. OSCA 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 academic 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 at appropriate times

- Via the online Academy website.
- All staff to sign to confirm that they have read and understood this policy. A Scully to keep record of signatures

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 OSCA 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 is refreshed for first aiders and PE staff at least once a year.
- e. Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff work room, PE department and food preparation rooms.

See appendix 1 – form 1

See appendix 2 – form 2

See appendix 3 – form 3

See appendix 4 – form 4

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 directly or via reception.
- b. Training 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 work room, PE department and food preparation rooms.
- d. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable. The Academy will ask parents/guardians to meet the ambulance at casualty.
- e. Staff should not take pupils to hospital in their own car.

5. The Academy has clear guidance on the administration of medication.

Administration-emergency.

- a. All pupils at this Academy with medical conditions have easy access to their

emergency medication.

- b. All pupils are encouraged to carry and administer their own emergency medication. This includes inhalers, EpiPen's and insulin. A spare will be kept in the first aid office if it is recommended by parents or health professionals.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. The Academy will hold a quantity of Salbutamol relievers for emergency situations, which involve severe Symptoms of Asthma or an actual Asthma attack. The relievers will be located in the first aid office, reception area, P.E and performing arts departments. Relievers will be used in conjunction with an individual spacer tube at all times. This arrangement following government guidelines is not intended to replace a pupil's regular prescription.

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 a trained first aider.
- b. OSCA 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. Specially trained first aiders are able to administer medication in conjunction with healthcare plans implemented by local doctors and healthcare professionals.
- e. First aiders and other 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 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 provides full indemnity.
- g. Parents at OSCA understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately.
- 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.

6. OSCA has clear guidance on the storage of medication onsite safely.

Safe storage – emergency medication (EpiPen's, inhalers, insulin).

- a. Emergency medication is readily available to pupils who require it at all times in the first aid office during the 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 reception

and the site team office, as well as being carried at all times by the first aid officer.

- b. All students carry their own EpiPen's at all times and a spare is kept in the first aid office.
- 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 cabinet in the first aid office. 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 first aid officer ensures the correct storage of medication at the Academy.
- b. Three times a year the first aid officer checks the expiry dates for all medication stored at the Academy.
- c. The first aid officer, along with 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.
- d. Some medication at OSCA may need to be refrigerated. All refrigerated medication is stored in a medical refrigerator and is clearly labelled in first aid office. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication is provided on the first day of the new academic year, and upon request of the Academy.

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 first aid officer 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. OSCA has clear guidance about record keeping.

Enrolment forms.

- a. Parents at OSCA are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each academic 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. OSCA requires 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 will be held in the First aid office.
- b. A healthcare plan, accompanied by an explanation of why and how it is used, written by a local doctor or health professional should be provided to OSCA by all parents of pupils with a long term medical condition. This is sent :
 - At the start of the academic 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 normal hours, the Academy requires notification in writing. A medication note is required stating the pupils name, type of medication, dosage and frequency. This should be handed to a member of staff with the actual medication for safekeeping in the first aid office.
- d. Parents are regularly reminded to inform the first aid officer if their child has a medical emergency, 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.

- e. Healthcare plans are used to create a centralised register of pupils with medical needs. The First aid officer has responsibility for the register at OSCA.

8. OSCA ensures that the entire 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. OSCA ensures classroom teachers and 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. OSCA 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. OSCA ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- b. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO. The Academy's SENDCO consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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.

OSCA as an 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.

Principal.

OSCA's Principal 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, school 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 OSCA 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 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.
- 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 work.
- 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.

The first aid officer.

The first aid officer at OSCA has a responsibility to:

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

First aiders.

First aiders at this school 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.
- Report to and liaise with the schools designated safeguarding officer when necessary.
- Log and keep up to date accident records, as well as informing parents of any pupil injuries or illnesses.

Special educational needs coordinators.

SENDCO's at this Academy have a responsibility to:

- Help update the Academy's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

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 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*

The parents 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 off-site 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 if advised by a doctor.
- Ensure their child catches up on any work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure that the Academy has parents up to date emergency contact numbers for pupils.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.

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. Do not allow them to lie down. Ensure tight clothing is loosened.
- Ask the child whether they have a reliever, if they do not, shout for help in order to send a runner to the nearest emergency reliever location (First aid office, reception, P.E and performing arts).
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer. Aid them if necessary.
- Reassure the child and ask them to breathe slowly and deeply.
- Ring reception 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 urgently if:

- The child or young person's symptoms do not improve in 5–10 minutes.
- The child or young person is too breathless to talk.
- The child or young person's lips are blue.
- The child becomes limp or exhausted, leading to unconsciousness.
- You are in any 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 or wheezing.
- Shortness of breath.
- Tightness in the chest.
- Being unusually quiet.

- Difficulty speaking in full sentences.
- Sometimes younger children express a tight feeling 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 the Academy.
- 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 the nearest designated emergency reliever office to get a spare reliever and 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.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives. The members of staff undertaking this responsibility do so only in the absence of the pupil's guardian, and will vary depending upon individual incident circumstances.

Appendix 2 – 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 reception 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.
- Falls to the floor.

Do...

- Protect the person from injury (remove harmful objects from nearby).
- Cushion their head.
- Look for an epilepsy identity card or identity tag / jewelry which usually worn on the ankle, wrist or around the neck.
- 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 3 – Form 3

Anaphylaxis awareness for staff.

ANAPHYLAXIS.

Symptoms of common allergic reactions:

Ear/Nose/Throat - Symptoms:

Runny or blocked nose, itchiness, sneezing, painful sinuses, headaches, loss of sense of smell or taste, sore or inflamed 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 or diarrhea.

Skin:

Hives (bumpy, itchy raised areas and rashes), Eczema (cracked, dry, weepy or broken skin), Angioedema (painful swelling of the deep layers of the skin) and flushed red cheeks.

Symptoms of a 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 OF ANAPHYLACTIC SHOCK:

Unconscious non-breathing casualty.

- With an unconscious casualty, open the airway, check for breathing then prepare to call 999 as it is established breathing has ceased or is not normal.
- Give emergency services the location as well as stating that you suspect Anaphylactic shock

in a non-breathing casualty and are about to Commence CPR.

- Search the casualty for an EpiPen and administer immediately following the simple instructions, keep the used EpiPen for paramedics and record the time of application. Then commence CPR.
- Call for nearby help and send a teacher or pupil to first aid for assistance and to collect the pupils 2nd EpiPen from storage.
- Continue CPR until emergency services take over, however administer the 2nd EpiPen if more than 10 minutes has passed.

Unconscious breathing casualty.

- With an unconscious breathing casualty, open the airway, check for breathing then prepare to call 999 once it is established the casualty is breathing.
- Give emergency services the location as well as stating that you suspect Anaphylactic shock in an unconscious breathing casualty.
- Search the casualty for an EpiPen and administer immediately following the simple instructions, keep the used EpiPen for paramedics and record the time of application. Place casualty in the recovery position and maintain the opening of the airway. Monitor vital signs such as response, breathing, skin tone and pulse.
- Call for nearby help and send a teacher or pupil to first aid for assistance and to collect the pupils 2nd EpiPen from storage. If time permits it is good practice to call the casualties parents / guardians.
- Administer the 2nd EpiPen if more than 10 minutes has passed. Prepare to give CPR and update emergency services accordingly.

Conscious casualty.

- With a conscious casualty, ask if they have an EpiPen. Aid the casualty to administer the EpiPen or follow the simple instructions on the pen to administer it immediately.
- Dial 999, give the location and state that you suspect Anaphylactic shock.
- Call for nearby help and send a teacher or pupil to first aid for assistance and to collect the pupils 2nd EpiPen from storage. If time permits it is good practice to call the casualties parents / guardians.
- Sit the casualty in a position which best relieves any breathing difficulty and monitor vital signs such as response, breathing, skin tone and pulse rate. If they become pale or have a weakening pulse, lie them down with legs raised as per shock treatment.
- If there is no improvement or symptoms worsen / return after 5 minutes, administer the 2nd EpiPen to the casualty.
- If the casualty becomes unconscious, check the airway and breathing, prepare to give CPR and update emergency services accordingly.

Appendix 4 – Form 4

Diabetes awareness and treatment.

What is Diabetes?

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 breathe.
- 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.

Severe 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.

Severe Hyperglycaemia:

- **Call 999 immediately, give location and state you suspect a casualty is suffering Hyperglycaemia.**

Further actions.

If the casualty loses consciousness:

- Open airway_and check breathing.
- Place them in recovery position.
- Prepare to give CPR.

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