



MEDICAL CONDITIONS IN SCHOOL POLICY

Review Date: September 2018

1. Monkshouse School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all children with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- Monkshouse School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- All Monkshouse staff understand their duty of care to children and young people in the event of an emergency.
- Pupils with medical conditions are encouraged to take control of their condition.
- All staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at the school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide some forms of training.
- Staff receive additional training about any children they may be working with who have complex health needs.
- Parents/carers of pupils with medical needs are aware of the care their children will receive at this school.
- The medical conditions policy is understood and followed by the whole school.

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

- Parents are informed about the medical conditions policy at the start of the school year when communication is sent out about any healthcare issues.
- Via the school's website, where it is available all year round.

School staff are informed and reminded about the medical policy:

- Through staff meetings and the school's website.
- At scheduled medical conditions updates.
- Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Health Care Plans related to the children in their care and how to respond in emergencies.
- Staff are made aware of any Health Care Plans as they relate to the teaching/supervision of groups. (Helen McHugh/Sally Wickham).

3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- Relevant staff are aware of the most common serious medical conditions at this school.

- Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix 1 Form 1).
- The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, in the school staff room, and electronically.
- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows.

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

Administration – emergency medication

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

Administration – general

- This school understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 3 Form 3a).
- This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance

regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

5. This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times. If the emergency medication is a controlled drug it is kept in a locked first aid cabinet in the MI room. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage - non-emergency medication

- All non-emergency medication is kept in the MI room, in a locked cupboard.
- A first aider should be sent with the pupil to supervise them taking their medication.
- Staff ensure that medication is only given to those for whom it is prescribed.

Safe storage – general

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.
- All medication (including blue inhalers) is sent home with pupils at the end of the school term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- The named person is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

6. This school has clear guidance about record keeping for pupils with medical conditions

Enrolment forms

- Parents at Monkshouse School are asked if their child has any health conditions on the enrolment form.
- If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form is given to the pupil's parents/carers to complete.

Individual Healthcare Plans (Appendix 1 Form 1)

- The school uses an Individual Healthcare Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required. (See Appendix 1 Form 1) Examples of complex health needs which may generate an Individual Healthcare Plan are:
 - diabetes
 - gastronomy feeds
 - tracheostomy
 - anaphylaxis
 - central line or other long term venous access
 - severe asthma that has required hospital admission in the last 12 months
 - epilepsy with rescue medication
- An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school.
- It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the school. If the school does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.
- The finalised plan will be given to parents/carers and school.

- This school ensures that a relevant member of school staff is present (Mrs McHugh or Mrs Wickham), if required, to help draw up an Individual Health Plan for pupils with complex health or educational needs.

School Individual Health Plan register

- Individual Health Plans are used to create a centralised register of pupils with complex health needs. Mrs McHugh is the identified member of the school staff who has responsibility for the register at this school.
- This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.
- The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

- Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.
- Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Plans

- Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupils' confidentiality.
- This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Use of Individual Health Plans

Individual Health Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers.

- Ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (Appendix 3 Form 3a) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.
- All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities.

Record of Awareness Raising Updates and Training

- This school holds updates on common medical conditions once a year.
- All school staff who volunteer to, or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a record of the staff who have had relevant training, it is the school's responsibility to arrange this.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

7. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- 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.
- This school ensures that lessons about common medical conditions are incorporated into PSHE and other parts of the curriculum.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

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

- This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

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

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

Governors have a responsibility to:

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

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school 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.
- Monitor and review the policy at regular intervals
- Report to governors about the implementation of the policy.

All Monkshouse School staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Call an ambulance in an emergency.
- Understand the medical conditions policy.
- Know which pupils in their care have a complex health need and be familiar with the contents of the pupil's Individual Health Plan.

- Know the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- 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 school.
- Ensure pupils' medication is taken on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on pupils.
- Ensure 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 have an additional responsibility to also:

- Ensure students who have been unwell have the opportunity to catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in collaboration with the SENDCO.
- Liaise with parents, the pupil's healthcare professional and if a pupil is falling behind with their work because of their condition.
- Use opportunities such as PHSE and other areas of the curriculum to raise pupil awareness about medical conditions.

The School nurse or healthcare professional has a responsibility to:

- Provide regular training for school staff in managing the most common medical conditions at school at the school's request.
- Provide information about where the school can access other specialist training.
- Update the Individual Healthcare Plans in liaison with appropriate staff and parents/carers.

First aiders have an additional responsibility to:

- Give immediate help to casualties with injuries or illnesses.
- When necessary ensure that an ambulance is called.
- Ensure they are trained in their role as 1st aider.
- Ensure that they are trained in paediatric first aid.

Special educational needs co-ordinators have the additional responsibility to:

- 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.

Pupils 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/cares have a responsibility to:

- Tell the school if their child has a medical condition or complex health need.

- Ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- If the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate.

12. The medical conditions policy is regularly reviewed evaluated and updated.

- This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline – every three years, or earlier if necessary.
- The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

Signed _____ Chair of Governors

Date:

_____ Headteacher

Date:

Asthma awareness for school staff

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 or being unusually quiet.
- Difficulty speaking in full sentences.
- Sometimes younger children express feeling.
- Tight in the chest as a tummy ache.

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.
- Ask for a first aider to come to the pupil.

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 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.

After a minor asthma attack

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

Important things to remember in an asthma attack

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to get their inhaler and/or spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- Send 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.

Epilepsy awareness for school staff

The main symptoms of epilepsy are repeated seizures. There are different types of seizure which are classified by how much of the brain is affected.

Partial seizures – where only a small part of the brain is affected.

Generalised seizures – where most, or all of the brain is affected.

There are two types of partial seizure:

Simple partial seizure – where the person remains conscious throughout.

Complex partial seizure – where the person loses their sense of awareness and can't remember what happened when the seizure has passed.

The symptoms of a complex partial seizure normally involve apparently strange and random bodily behaviour such as:

- Lack of awareness of surroundings or actions.
- Plucking at clothes.
- Smacking of lips.
- Chewing or swallowing repeatedly.
- Making random noises.
- Moving arms around.

Generalised seizures – In most cases the person will be completely unconscious.

- Absence seizures – mainly affect children. They cause the child to lose awareness of their situation for up to 20 seconds. The child will seem to stare vacantly into space, although some children will flutter their eyes or smack their lips. The child will have no memory of the seizure. These can happen several times a day. Although they are not dangerous they may affect the child's performance at school.
- Sometimes seizures may cause arms, legs or upper body to jerk or twitch.
- Sometimes all muscles relax suddenly or become stiff.
- The most common kind of seizure has two stages – the body becomes stiff and then the arms and legs start twitching. There will be a loss of consciousness and the person may wet themselves. These normally last between 1 and 3 minutes, but they can last longer.

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...

- Protect the person from injury.
- Cushion their head.
- Stay with the person until recovery is complete.
- Be calmly reassuring.

Don't...

- Restrain the person.
- Try to move the person unless they are in danger.
- 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.

Anaphylaxis awareness for school staff

Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within minutes of exposure to the substance which causes the allergic reaction, (allergen), but sometimes after hours. Common causes include foods such as peanuts, tree nuts (e.g. almonds, walnuts, cashews, and Brazil nuts), sesame, fish, shellfish, dairy products and eggs.

Non-food causes include wasp or bee stings, natural latex (rubber), penicillin or any other drug or injection.

In some people, exercise can trigger a severe reaction - either on its own or in combination with other factors such as food or drugs (e.g. aspirin).

Symptoms of a severe allergic reaction

- Generalised flushing of the skin.
- Itchy skin or a raised red skin rash.
- Swollen eyes, lips, hands and feet.
- Difficulty in swallowing or speaking.
- Alterations in heart rate.
- Narrowing of the airways which can cause wheezing and breathing difficulties.
- Abdominal pain, nausea and vomiting.
- Sudden feeling of weakness or light-headedness.
- Collapse and unconsciousness.

Not all of these symptoms would necessarily be experienced.

What to do:

- If you suspect that somebody is experiencing symptoms of anaphylaxis, you should **immediately dial 999 for an ambulance**.
- If available, an epipen should be administered. Instructions for how to use these auto-injectors can be found on the side of each device.
- If the person is conscious, you should place them in a position where they are comfortable and able to breathe easily until the ambulance arrives. If they are feeling faint, they should be laid flat with their legs elevated, if possible.
- If the person is unconscious, you should place them [in the recovery position](#) (on their side, supported by one leg and one arm, with the head tilted back and the chin lifted).
- If the person's breathing or heart stops CPR should be performed.

Appendix 1

Form 1 - Individual Health Plan For pupils with complex health needs at school

Date form completed _____ Date for review _____

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Reviewed by _____ Date _____ Changes to Individual Health Plan Y/N

Copies held by _____

1. Pupil's Information

Name of Pupil _____

Class _____ Date of Birth _____ Boy/Girl

2. Contact Information

Pupil's Address _____

_____ Postcode _____

Family Contact 1 Name _____

Phone (day) _____ Phone (evening) _____

Mobile _____ Relationship with Child _____

Family Contact 2 Name _____

Phone (day) _____ Phone (evening) _____

Mobile _____ Relationship with Child _____

GP Name _____ Phone _____

Specialist Contact

Name _____ Phone _____

Medical condition information

3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition: _____

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

4. Routine healthcare requirements

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

During school hours: _____

Outside school hours: _____

5. What to do in an emergency:

6. Regular medication taken during school hours

Medication 1

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

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

When it is taken (time of day)? _____

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

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

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

(Delete as appropriate) Yes / No / Yes, with supervision by:

Staff member's name: _____

Medication expiry date: _____

Medication 2

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

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

When it is taken (time of day)? _____

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

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

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

(Delete as appropriate) Yes / No / Yes, with supervision by:

Staff member's name: _____

Medication expiry date: _____

7. Emergency medication

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

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

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

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

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

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

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

(Delete as appropriate) yes / no / yes, with supervision by:

Staff members name: _____

Is there any other follow-up care necessary? _____

Who should be notified? **(Delete as appropriate) Parents or carers / Specialist / GP** _____

**8. Regular medication taken outside of school hours
(for background information and to inform planning for residential trips)**

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

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

9. Members of staff trained to administer medications for this pupil

Regular medication: _____

Emergency medication: _____

**10. Specialist education arrangements required
(e.g. activities to be avoided, special educational needs):**

**11. Any specialist arrangements required for off-site activities
(please note the school will send parents/carers a separate form prior to each residential visit/off-site activity):**

12. Any other information relating to the pupil's healthcare in school?

Parental and pupil agreement

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

Signed (Parent) _____ Date _____

Print name _____

Healthcare professional agreement

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

Signed _____ Date _____

Print name _____ Job title _____

Permission for emergency medication

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

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

Name of medication carried by pupil _____

Signed (Parent) _____ Date _____

Head teacher agreement

It is agreed that (name of child) _____

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

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

This arrangement will continue until _____

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

Appendix 2 – Template Letter from School to Parent

Dear Parent

Re: The Individual Health Plan

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

As part of this policy, we are asking all parents/carers of children with a complex health need to help us by completing an Individual Health Plan for their child. Please complete the plan enclosed and return it to me at Monkshouse Primary School. If you would prefer to meet Mrs McHugh to complete the Individual Health Plan or if you have any questions then please contact me on 01775 722006.

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

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

Thank you for your help.

Yours sincerely

Mrs S Goodsell
Headteacher

Appendix 3a

Medication permission and record: individual pupil

PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES

Medicine should normally be given at home (e.g. before coming to school, at the end of school and before bed time) except on exceptional occasions when parents/carers may complete this form to request that medicine be administered under the supervision of school staff or where a child is bringing medicine into school which they will self-administer.

Name of my child: _____

My child's teacher: _____

Name of my GP: _____

Name of medicine to be given and any special storage instructions:	When? (eg, lunchtime, after food, when wheezy, before exercise):	How much? (eg half a teaspoon, 1 tablet, 2 drops):	Route? (eg by mouth or in each ear):	What is the last date and time this medicine will need to be given?

I request that the treatment be given in accordance with the above information by a member of staff. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises. **I recognise that Monkshouse does this as a service to parents and that schools are not legally bound to do this.**

I undertake to supply the school with the drugs and medicines in appropriate containers, labelled with child's name, medication, timing and dosage.

I accept that whilst my child is in the care of the school, staff are in the position of the parent and may need to arrange any medical aid considered necessary in an emergency. If this happens, I will be told of any such action as soon as possible. I can be contacted via the following during school hours:

Your Name (Please print): _____

Contact telephone number (you must guarantee we can contact you immediately during the days we are administering medicine, in case of any problems): _____

Signed: Date: _____

THIS FORM WILL BE DESTROYED BY THE SCHOOL WHEN THE MEDICATION IS COMPLETED OR CHANGED.

Appendix 4 – Contacting Emergency Services

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

1. Your telephone number – 01775 722006
2. Give your location as follows – Spalding Monkshouse Primary Sch, Pennygate, Spalding, Lincs.
3. State the postcode – PE11 1LG
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
9. Don't hang up until the information has been repeated back to you.
10. Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
11. Never cancel an ambulance once it has been called.