



Medical Policy

This College is an inclusive community that aims to support and welcome users with medical conditions and to ensure that wherever reasonably possible, they enjoy the same access and opportunities as other users. The College understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

We aim to

- Encourage students to be independent and take control of their condition.
- Ensure students feel confident with the support they receive, to enable them to do this.
- Ensure that all staff understand their duty of care to students in the event of an emergency.
- Ensure that all staff feel confident in knowing what to do in an emergency.

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

- Parents are informed about the medical conditions policy at the start of the school year (or when their child is enrolled as a new student), when they inform staff of a medical diagnosis.
- This will also be done via the school's website, where it is available all year round and also on sharepoint (for staff).
- School staff are informed and reminded about this medical policy during staff training.
- School staff should be reminded on a regular basis of the students this policy supports, including exclusion unit staff, the premises team, work experience team and the dining room staff.

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

- First Aid trained staff are aware of the most common serious medical conditions at this College.
- In an emergency situation school staff are required under common law to act like any prudent parent ie to administer emergency medication and seek professional medical assistance.
- All First Aid trained staff know what to do in an emergency and how to contact emergency services.
- Training is refreshed for first aiders at least once a year.

All staff understand the school's general emergency procedures

- All staff know what action to take in the event of a medical emergency.
- All staff know how to contact a first aid member of staff.

- Training is refreshed for all staff at least once a year.
- If a student needs to be taken to hospital, a member of staff will accompany them if parents are unavailable, or the College will ask parents to meet the ambulance at casualty.
- Staff should not take pupils to hospital in their own car.

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

- All pupils at the college with medical conditions must carry their emergency medication with them at all times (eg epipens, inhalers).
- All students are encouraged to administer their own emergency medication.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it (Insulin dependent diabetics are monitored by a trained LSA in line with advice from the diabetic education support nurses) .
- All students with long standing medical conditions will have an up to date care plan. It is the responsibility of the parents to update the college of medication changes, so the care plan can be updated.

Administration-general

- No member of staff should administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- Training is given to all staff members who volunteer and agree to administer medication to students (eg insulin to diabetics). No staff member can be 'directed' to do so.
- Parents at Moat Community College understand that if their child's medication changes or is discontinued, or the dose or administration method changes, it is their responsibility to notify the college immediately so that the care plan can be updated and shared with relevant staff.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They must 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. No student will be allowed to attend an off site visit without their long term medication (eg epipen, insulin, Ritalin).

Safe storage – emergency medication

- Students with diabetes know where their medication is stored and how to access it.
- Trained staff ensure that medication is only accessible to those for whom it is prescribed.
- Parents of students with medical conditions, should ensure that all emergency medication brought into school is clearly labelled with the student's name and dosage.
- Some medication at Moat Community College may need to be refrigerated. All refrigerated medication is stored in an airtight container in a fridge in the medical room and is clearly labelled.
- It is the parent's responsibility to ensure new and in date medication comes into college on the first day of the new term.
- Parents must supply specialist foods required for diabetic students and ensure it is up to date.

Safe disposal

- Parents are asked to collect out of date medication.

- A sharps box is kept in the medical room for safe disposal of needles eg for use by diabetics.

Moat Community College has clear guidance about record keeping.

- Parents are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year.
- Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.
- Parents must get care plans for epipen use signed off by their GP before the college will accept them.
- Parents must complete a 'temporary disability' form if their child has an accident and needs support in school.

Healthcare Plans

- Moat Community College uses a healthcare plan to record important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are given to all HODS and First Aiders and signposted for staff through SIMs.
- Parents are regularly reminded to inform the school if their child has a medical condition or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

Moat will ensure that the whole school environment is inclusive and favourable to students with medical conditions (see accessibility policy)

Physical environment

- This college is committed to providing a physical environment that is accessible to students with medical conditions.
- A personal evacuation plan will be put in place for all students with physical difficulties to ensure their needs are met in the case of a fire evacuation.

Exercise and physical activity

- The College understands the importance of all students taking part in sports, games and activities.
- The College ensures classroom teachers, PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- The College ensures PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Education and learning

- The College ensures that students with temporary and long term medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided eg supported access to the lift for mobility impaired.
- Staff are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN dept.

- The school's SEN coordinator consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

GENERAL RESPONSIBILITIES

All 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.
- Should understand the medical policy.
- Should know which students in their care have a medical condition.
- Should allow all students to have immediate access to their emergency medication.
- Should maintain effective communication with parents including informing them if their child has been unwell at school.
- Should ensure students who carry their medication with them have it when they go on a school visit or out of the classroom.
- Should be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Should ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Should ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parents and the Special Educational Needs coordinator if a student is falling behind with their work because of their condition.
- Provide work to be done at home/hospital, if the student is physically unable to get into school for a period of time.
- **Ensure that if they themselves have a medical condition, that the Principal and other relevant staff are aware of this, so that the safety of the students is not compromised.**

First aiders

First aiders at this College have a responsibility to:

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

Special educational needs coordinator

The SENCO has a responsibility to

- Update the college's medical policy.
- Know which students have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Students

- The students at this school 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.
- NEVER take/use/play with another student's medication. They may face exclusion if they do so.

Parents

The parents of a student at this College have a responsibility to:

- Tell the College if their child has a medical condition or has an accident which requires temporary support in college.
- Make an appointment with the SENCo and First Aider to create a care plan and an evacuation plan, as necessary.
- Ensure the College has a complete and up-to-date Healthcare plan for their child with documentation from their GP to ensure their needs are being met.
- Inform the College about the 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 and dosage
- Provide the school 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 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.

Reviewed in January 2016.

Links—Disability policy, Accessibility policy, SEND policy. Staff code of conduct.

Appendix One-Diabetes Management

This document aims to ensure all staff are aware of what diabetes is and are able to recognise the symptoms (hypos and hypos). A list of students with diabetes will be kept and updated in school.

Background

Diabetes is a lifelong condition that causes the blood sugar level to become too high or low. There are 2 types: type 1 where the pancreas doesn't produce any insulin and type 2 where the body can't use insulin properly. Diabetes is caused when the amount of sugar in the blood is poorly controlled by a hormone called insulin, which is produced by the pancreas (a gland behind the stomach).

When food is digested and enters the blood stream, insulin moves glucose out of the body into the cells, where it is broken down to produce energy. However, if there is not enough insulin to move the glucose or the insulin produced doesn't work properly, then the body cannot break down the glucose and turn it into energy.

Daily monitoring

- Students should carry their own testing kits and individual testing kits are also kept in the medical room.
- Insulin is given if readings are too high.
- Glucose is given if readings are too low.
- This is monitored where necessary by voluntarily trained Moat personnel.

Symptoms of having low blood sugar levels

- Feeling very thirsty
- Needing to urinate more
- Weight loss and loss of muscle bulk
- Blurred vision
- Feeling very tired
- Dizziness

Symptoms of severe hypoglycaemia (this can happen quickly)

- Shakiness
- Lightheaded/dizziness.
- Hunger or feeling nauseous
- Sweating/chills.
- Nervous/anxious
- Confused, even delirious.

What to do if student has a hypo/hyper

- Remain calm
- Allow the student to self administer (if possible).
- Call for a trained member of staff who will then decide if parents/hospital should be involved.
- Do not allow the student to leave the room until assistance arrives.
- Stay with the student until levels have returned to normal range.

It is the parents' responsibility to ensure medication is carried by the student and replaced regularly. Parents are also responsible for reporting any changes to their regime. It is their responsibility to alert the school.

Appendix two—Asthma management

This document aims to ensure all staff are able to recognise the symptoms of Asthma and are able to properly treat the sufferer.

Background

Asthma is the most common long term childhood medical condition affecting over one million children in the UK. One in ten children in most schools will suffer from Asthma and medication must be readily available to meet this need.

Asthma is caused by a reversible narrowing of the airways to the lungs restricting the passage of air in and out as you breathe. Symptoms include:

- Coughing
- Shortness of breath
- Wheezing
- Tightness of the chest
- Difficulty speaking in full sentences

Treatment

Reliever Inhalers. These should be carried by the student at all times especially to PE Lessons. They should always be carried on school trips and out of school activities. Administration of this medication is by the student themselves at a time when they perceive it is necessary.

What to do if a student has an attack:

- Remain calm
- Allow the student to sit in a comfortable position
- Assist student to locate their inhaler
- Allow student to self-administer medication
- If symptoms disappear, normal activity may resume
- Stay with the student and request assistance from a first aider if symptoms persist

Some students can experience acute chronic symptoms often brought on by known allergens.

Symptoms of a severe attack

- The reliever has no effect after 5-10 minutes
- The student is unable to talk or is distressed
- The student becomes exhausted

You must call for a first aider if you have worries about the student's condition.

They will assess whether to seek further medical assistance/contact parents. An ambulance may be required.

Parents' responsibility

It is the responsibility of the parent to ensure the medication is carried by the student and replaced as necessary. Parents are also responsible for seeking medical advice on the treatment of their child's asthma and reporting any issues to the school.

A list of students with asthma will be kept by the school.

Appendix Three

Temporary disabilities.

The information below is required so that we can:

- *Arrange a meeting to discuss this information and make a suitable plan for your child's return to school.*
- *Help your child move safely around the college until their injury has healed.*
- *Help your child to use the lift if the stairs are too difficult.*
- *Help your child in the event of a fire.*
- *Help your child in lessons where he/she needs extra temporary support.*

We will not accept your child back in the building unless we have this information because we cannot guarantee their safety.

Child's full name	
Year group.	
Date of injury.	
Type of injury.	
Is he/she in plaster or using other types of support which make it hard for them to walk without crutches?	
How long will they be in plaster?	
Which hospital/doctor is treating this injury?	
When will your child be seen again by the hospital/doctor?	
What does your child need help with?	
Do you have a doctor's note or hospital note, if your child cannot do PE?	
If your child needs to take medicine during this time, please arrange to bring it into school in a clearly labelled container. We are not able to give students their medicine.	