



1. **This school is an inclusive community that aims to support and welcome students with medical conditions and comply with the DfE statutory guidance 'Supporting students at school with medical conditions December 2015' – last updated 16 August 2017.**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf

- a) Christopher Whitehead Language College understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b) Christopher Whitehead Language College aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy.
 - Stay safe.
 - Enjoy and achieve.
 - Make a positive contribution.
 - Achieve economic well-being.
- c) Students with complex medical conditions will have an individual health care plan and sometimes also an educational plan detailing their condition, treatment required and emergency action plan. This will be produced in conjunction with the parents and reviewed with the additional needs coordinator.
- d) Students with medical conditions are encouraged to manage their conditions themselves as far as possible and subject to their individual ability to do so. Students should feel confident in the support they receive from the school to help them do this. Teachers must recognise that ultimate responsibility for a student's well being remains with the school whilst in the school's care. Students with medical conditions will be encouraged to speak to a teacher if they feel unwell and will be taken seriously.
- e) Christopher Whitehead Language College aims to include all students with medical conditions in all school activities.
- f) Christopher Whitehead Language College ensures all staff understand their duty of care to children and young people in the event of an emergency. This will be achieved through training provided by the school.
- g) All staff should feel confident in knowing what to do in an emergency and who to contact if they need support in an emergency.
- h) Christopher Whitehead Language College understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i) Seating plans should identify students who have medical conditions.

2. **Medical Centre/Medical Coordinators (MedCos)**

The school has two MedCos who work between 8.15am and 4.00pm. We are lucky to have such skilled practitioners and they give students and parents confidence. They are the first port of call for administering medication. However, they do not diagnose and cannot be used to replace hospital/doctors/medication.

3. **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 school year when communication is sent out about individual health care plans and when any formal review occurs.
 - In the school newsletter at intervals in the school year.
 - In the welcome pack when their child is enrolled as a new student.
 - Via the school's website, where it is available all year round under the policies section.
- b) School staff are informed and reminded about the medical policy:
 - Via online school medical register.
 - At scheduled medical conditions training.

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

- a) First Aid trained staff are aware of the most common serious medical conditions at this school.
- b) Staff at Christopher Whitehead Language College understand their duty of care to students 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. This may include administering medication. In normal circumstances medication is only administered from the medical center where students sign to confirm they have received it. However, some students will self medicate and carry their own set of medication. This will be known to the teacher in charge and the medical staff. In an emergency, life saving first aid may include administration of medication in situ. Students involved in off site activities will always be the responsibility of the supervising staff. The activity will have been risk assessed and any IHP and medication will accompany the teacher and the student at all times.
- c) First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency and how to avoid potential triggers via risk assessment of all activities for the students 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 all key areas of the school.

See appendix 1 – form 1

See appendix 1 – form 2

See appendix 1 – form 3

See appendix 1 – form 4

5. All staff understand the school's general emergency procedures.

- a) All staff should 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 or medical staff within arts block reception.
 - Off site activities will be risk assessed and information such as location of activity made available to the teacher in charge.
- 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 room, PE department and food preparation rooms.

- d) If a student needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at A & E.
- e) Staff should not take students to hospital in their own car.

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

Administration - emergency medication

- a) All students at this school with medical conditions have easy access to their emergency medication.
- b) Students who are capable of self medication are encouraged to carry and administer their own emergency medication i.e. inhalers, epipens and insulin with a spare emergency pack and IHP and action plan being kept in the school reception. Students who are not capable of self medication will be clearly identified in their IHP with provisions put in place to support them, life saving administration of medication may be carried out by anyone if necessary.
- c) Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration – general

- a) Christopher Whitehead Language College understands the importance of medication being taken as prescribed.
- b) All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- c) The medical staff are able to administer medication.
- d) The staff in arts block reception 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 students under the age of 16, but only with the written consent of the student's parent.
- e) Training is given to all staff members who agree to administer medication to students, where specific training is needed. Our insurance provides full indemnity.
- f) Parents at Christopher Whitehead Language College 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. This is done via an updated individual health care plan which is available on the website.
- g) All staff attending off-site visits are aware of any students 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. This is achieved by thorough risk assessment, standard procedure protocols and IHPS which will always accompany the child. Staff should ensure there are suitable arrangements for safe storage, delivery and recording the administering of medicines which are included in risk assessments carried out for any offsite activity. Special consideration should be given to the way in which Schedule II / Class B drugs are securely stored during offsite activities.

6. Christopher Whitehead Language College has clear guidance on the storage of medication at school.

Safe storage – emergency medication

- a) Emergency medication is readily available to students who require it at all times in the arts block reception during the school day, which includes any activity on school premises outside of normal school day hours. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the arts block reception and with the medical staff.
- b) All students who can, carry their own medication at all times and a spare is kept in the arts block reception.
- c) Students are reminded to carry their emergency medication with them at registration by their learning mentor. If they do not have it, parents must be contacted as soon as possible to arrange delivery.
- d) All medication will be labeled with the student's full name.

Safe storage – non emergency medication

- a) All non-emergency medication is kept in a lockable cupboard in the medical room. Students 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 medical staff ensure the correct storage of medication at school.
- b) Three times a year the medical staff check the expiry dates for all medication stored at school.
- c) The medical staff along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d) Some medication at Christopher Whitehead Language College may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the medical room. This is in a secure area, inaccessible to unsupervised students.
- e) It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

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 medical staff are 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. Christopher Whitehead Language College has clear guidance about record keeping

Confidential record sheet at admission

- a) Parents at Christopher Whitehead Language College are asked if their child has any health conditions on the confidential record sheet, 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 the confidential record sheet.

Health care plans

- a) Christopher Whitehead Language College uses an individual health care plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These health care plans are held in the medical room with a copy stored with emergency medicine in the arts block reception. An additional copy is ready to give to ambulance staff if necessary.
- b) A health care plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long term medical condition. This is sent:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- c) If a student has a short-term medical condition that requires medication during school hours, parents are asked to complete a consent form.
- d) Parents are regularly reminded to inform the medical staff if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the health care plans can be updated accordingly.

School medical register

- a) Health care plans are used to create a centralised register of students with medical needs. The student records officer has responsibility for the register at Christopher Whitehead Language College.

8. Christopher Whitehead Language College ensures that the whole school environment is inclusive and

favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

- a) This school is committed to providing a physical environment that is accessible to students with medical conditions.

Exercise and physical activity

- a) This school understands the importance of all students taking part in sports, games and activities.
- b) Christopher Whitehead Language College ensures classroom teachers, PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- c) Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- d) Christopher Whitehead Language 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

- a) Christopher Whitehead Language College ensures that students 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 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 coordinator. The school's SEN coordinator consults the student, parents and student's health care professional to ensure the effect of the student's condition on their schoolwork is properly considered.

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

- a) This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community health care 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 school. These roles are understood and communicated regularly.

Employer

Christopher Whitehead Language College, as the employer, has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). 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 students with medical conditions and make a copy available to them.

Headteacher

Christopher Whitehead Language College's 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.
- Liaise between interested parties including students, school staff, additional needs coordinators, pastoral support/welfare officers, teaching assistants, medical staff, 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 school is accurate and up to date and that there are good information sharing systems in place using students' health care plans.
- Ensure student 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.
- To carry out a review of the policy following any medical incident to ensure procedures are being followed, identify weaknesses and change the policy if required.

All school staff

All staff at Christopher Whitehead Language College 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 school.
- Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom. This is ensured by there always being a risk assessment and action plan/emergency procedure accompanying the child and staff.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- 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, the student's health care professional and additional needs coordinator if a student is falling behind with their work because of their condition.
- To understand that chronic illness is a disability and be sympathetic to the child's needs including not being made to feel they are not meeting targets because of their disability. Attendance targets and rewards should take into account students with medical conditions.

Medical staff

The medical staff at Christopher Whitehead Language College have a responsibility to:

- Provide regular training for school staff in managing the most common medical conditions in school or arrange for an outside agency (i.e. NHS) to provide suitable training.
- Provide information about where the school can access other specialist training.
- Ensure health care plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly.
- Administer medication to students as prescribed.

- Ensure first aid kits (onsite and in mini buses) are replenished.

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 school.
- When necessary ensure that an ambulance or other professional medical help is called.

Additional needs coordinators

AN coordinators at this school have a responsibility to:

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

Local doctors and specialist health care professionals

Individual doctors and specialist health care professionals caring for students who attend this school, 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 school 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 school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents).

Students

The students at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- If they can, tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student 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 school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Health care plan for their child.
- Inform the school 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.
- 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.
- Help the 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 health care professional.

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

Appendix 1 - Form 1

Asthma awareness for school staff. 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.
- Ring arts block 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 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.
- 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
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling tight in the chest as a tummy ache.

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a student with asthma in school.
- When the student 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 student having an asthma attack.

- If the student does not have their inhaler and/or spacer with them, send another teacher or student to their classroom or assigned room to get their spare 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 student overdosing.
- Send another student to get another teacher/adult if an ambulance needs to be called.
- Contact the student’s parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a student taken to hospital by ambulance and stay with them until their parent or carer arrives.

Appendix 1 – Form 2

Epilepsy awareness for school 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 arts block 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/identity jewellery
- 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 1 – Form 3

Anaphylaxis awareness for staff

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or 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 and or diarrhoea.

Skin:

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.

Eczema -cracked, dry, weepy or broken skin. Red cheeks.

Angiodema - painful swelling of the deep layers of the skin.

Symptoms of 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

- Ring arts block reception and ask for first aider to come to student
- Send a student or member of staff to arts block reception to collect 2nd epipen and to ask them to ring for an ambulance and parents.
- If student conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.
- If student is conscious and alert ask them to self administer their epipen. If student unconscious, trained member of staff to administer epipen as per training. Record time of giving.

- If no improvement within 5 minutes then 2nd epipen to be administered.
- Keep used epipens and give to paramedics when they arrive.

Appendix 1 – Form 4

Diabetes awareness and treatment for staff

What is it?

- 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 breath
- 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

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.

Hyperglycaemia:
Call 999 immediately

Further actions

If the casualty loses consciousness:

- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation