

## Medical conditions policy

### 1. Aims

Eastbourne College aims to welcome and support pupils with medical conditions and to ensure that they stay healthy and safe in order to achieve their full potential whilst attending the College. Pupils with medical condition are encouraged to manage their own condition with the full support of the school to enable this to happen.

Eastbourne College ensures all staff, understand their duty of care to pupils and that staff feel confident in their actions in the event of an emergency.

Eastbourne College is fully aware that particular medical conditions are serious and can be potentially life threatening, if not completely understood and correctly managed.

Eastbourne College has consulted the development of this medical conditions policy with a wide range of key stakeholders within both the school and health settings.

Key stakeholders include:

- Second master
- Deputy head (pastoral)
- College GP's
- College senior sister.

This policy is reviewed annually by the senior sister and reference is made to the Children's Act 2014, Department of Education and Department of Health guidelines.

### 2. Policy awareness

Staff, pupils and parents must be aware of the medical conditions policy. The policy can be accessed via the College website. Details of how to access can be found in new pupil information. Staff training takes place and staff can also access policy and information from the school network.

### 3. First aid

The College has a first aid policy in place which can be accessed via the college website. First aid training is periodically undertaken by a number of academic and support staff with annual refresher courses. The senior sister is the 'First Aid officer' for the College. First aid kits are provided throughout the school.

Fist aiders are aware of actions to be taken in emergency situation. Specialist information regarding medical conditions and actions to be taken are displayed around the College and within each House.

## Anaphylaxis awareness for Eastbourne College staff

What is anaphylaxis?

Anaphylaxis is a fast progressing life threatening allergic reaction. Symptoms of an allergic reaction are:

- **Ear / Nose / Throat symptoms** - runny or blocked nose, itchy nose, sneezing, headache, itchy mouth and / or throat, blocked ears
- **Eyes Symptoms** - watery, itchy, prickly and red swollen eyes
- **Airway symptoms** - wheezy breathing, difficulty breathing and or coughing
- **Digestive symptoms** - swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea
- **Skin symptoms** - urticaria (wheals) bumpy itchy raised areas and or rashes
- **Eczema**- cracked dry, weepy or broken skin, red cheeks.

**Symptoms of severe reaction / anaphylaxis** (These could include any of the above together with):

- difficulty in swallowing or speaking
- difficulty in breathing
- swelling of throat and mouth
- hives anywhere on the body and general flushing of skin
- abdominal cramps, nausea and vomiting
- urticaria (hives)
- swelling and irritation of the tongue and / or mouth
- swelling of the throat
- difficulty breathing / wheezing
- confusion
- sudden feeling of weakness
- sense of impending doom / anxiety / panic
- collapse and unconsciousness.

### Treatment

- **Ring medical centre for assistance 01323 452345. Mobile 07714 458982. If in doubt - Ring 999.**
- If patient conscious, keep in an upright position to aid breathing. If alert, ask the patient to self-administer Epipen.
- If patient is unconscious, place in recovery position. Administer Epipen as per training.
- Await medical assistance.

### Asthma awareness for Eastbourne College staff

This Appendix outlines what to do in the event of an asthma attack, and what to look out for.

**Symptoms of an asthma attack include:**

- coughing
- shortness of breath
- wheezing
- tightness in chest
- being unusually quiet
- difficulty speaking full sentences.

**Treatment:**

- keep calm
- Contact the medical centre for help – 01323 452345 or mobile 07714 458 982 or ask someone else to do this for you
- encourage the patient to sit up, leaning slightly forward
- if patient does not have their inhaler and / or spacer with them. Send another teacher or pupil to their classroom or assigned room to get their spare inhaler / spacer
- in an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent adult
- ensure the patient takes two puffs of the reliever inhaler (usually blue) immediately – preferably through a spacer
- reliever medicine is very safe. During an asthma attack do not worry about the patient overdosing
- loosen any tight clothing
- re-assure patient
- **never leave the patient alone**
- continue to ensure the patient takes one puff of reliever (blue inhaler) every minute for a duration of five minutes or until symptoms improve.

#### Call 999 or a doctor urgently if:

- symptoms do not improve after 5-10 minutes
- the patient is too breathless or exhausted to talk
- the patients lips are / turning blue
- you are in doubt about the patient's condition.

Continue to ensure the patient takes one puff of reliever (blue inhaler) every minute until medical assistance arrives.

A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent / carer arrives.

#### After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma at school.
- When the patient feel better the should be able to return to normal activities.
- The parents / carers must always be told if their child has an asthma attack.

### Diabetes awareness for Eastbourne College staff

#### What is diabetes

Diabetes is abnormal fluctuations in blood sugars which can lead to the patient with diabetes feeling unwell and if untreated losing consciousness. There are two conditions associated with diabetes:

**Hypoglycaemia** – low blood sugar (The more common emergency that can lead to unconsciousness if not treated).

What to look for:

- hunger
- weakness and confusion

- sweating
- dry, pale skin
- shallow breathing.

First aid aims:

- to raise blood sugar level as quickly as possible
- stabilise patient

Treatment:

- **call medical centre – 01323 452345 - Mobile 07714 458982 or 999 if necessary**
- sit patient down
- if patient conscious, give sugary drink or food
- assist patient to find glucose testing kit and help check blood sugar.
- **if patient consciousness is impaired. (Do not offer food or drink) call for medical assistance.**

**Hyperglycaemia** - high blood sugar.

What to look for:

- thirst
- vomiting
- fruity / sweet breath
- rapid / weak pulse rate.

Treatment:

- **call medical centre 01323 452345 - Mobile 07714 458982 and 999 immediately**
- if patient is losing consciousness, place in recovery position
- await medical assistance.

#### 4. Emergency procedures – medical emergencies

All staff understand what to do in the event of a medical emergency.

- How to contact emergency services and what information to give.
- How to contact the medical centre for assistance.
- Actions to be taken in the event of a medical emergency are prominently displayed throughout the school with emphasis on sports facilities, staffs rooms and dining hall.

In the event of pupils having to attend A&E a member of staff will accompany the pupil in the event of parents not being available (See designated staff list if matron not available or a hsm in the event of a day pupil). School will normally request that parent meet staff at A&E where possible.

A member of staff can use their own 'road worthy' vehicle to transport the pupil in an emergency, as indicated under 'transporting pupils' in the College's 'staff driving policy'. Providing the car is road worthy the College insurance would always comprehensively cover the journey.

#### 5. Administering of medication

Eastbourne College has a policy in place for the administering of medication.

## 6. Storage of medication

Safe storage of emergency medication – Must be readily available at all times for pupil access. Pupils with medical conditions carry their own emergency medication. A spare dosage is kept in a lockable cupboard in the boarding / day houses and at the medical centre. Pupils are informed of the accessibility of these spare medications.

### Safe storage (non-emergency medication)

All non-emergency medication is kept on a lockable cupboard in matron's office. Pupils with medical conditions are informed about accessibility to these stocks. Day pupils will need to request medication from the medical centre.

Within the administration of medicines policy there is a protocol to be followed by trained staff members. Only staff who have received training in the administration of medication are able to give out medicines (matrons, resident tutors and HSMs). The senior sister is responsible for training and updates.

### Safe storage (general medication)

The senior sister ensures the correct storage of medication within the College. Termly audits are undertaken in boarding houses with matron to ensure record keeping is correct and current.

Eastbourne College have a protocol in place for self-administered medications.

Any medications brought into College by pupils must be declared, reported and stored according to school policy.

### Disposal of medication

Ideally, parents should collect and dispose of out of date medication. If this is not possible, out of date medication should be brought to medical centre where it will be sent to pharmacy for disposal.

## 7. Record keeping

Eastbourne College has a clear policy in place for record keeping.

### Medical forms

Parents are asked to declare any medical conditions on a medical upon registration.

### Health care plans

Individual health care plans are used to record important details regarding the medical needs of individual pupils. Information includes:

- details of medical condition
- severity
- sign and symptom to look out for
- medication required
- administration of medication
- what to look for in emergency
- treatment.

The health care plans are stored in the medical centre. Each matron has a copy. Day houses have health care plans as appropriate.

Consultation takes place with parents when developing individual care plans and copies are sent for parental approval.

Parents are asked to inform the school of any changes in their child's medical condition to ensure health care plans are kept current.

### **At risk list**

The individual pupil medical form which is completed by parents upon registration is used to create a central register of pupils with medical needs. This list is available for all staff to access via the school Metis network. Staff accompanying school trips, sports events and out of school activities can refer to the at risk list for individual pupil information.

The senior sister is responsible for information provided on this list.

### **Pupil participation**

Eastbourne College ensures that the school provides an environment that is inclusive and favourable for pupils with medical conditions. The College understands the importance of the physical and educational participation of all pupils.

Teachers and PE staff are made aware of pupils who may be limited in their abilities to participate in certain activities and are advised accordingly.

### **Pupil education**

The medical centre undertake to educate pupils about their conditions to ensure pupils are able to self-manage where possible to ensure that they minimise the effects of their condition on their daily life.

## **8. Roles and responsibilities**

Each member of the school community is aware of their responsibility to ensure adherence to the medical conditions policy.

### **Governing body**

Eastbourne College's Governing body has a responsibility to ensure the health, safety and welfare of employees and pupils. It needs to ensure those staff leading activities either on or off site are protected and have adequate training and access to relevant information channels.

The Governing body needs to ensure regular monitoring and evaluation of the policies takes place to keep information updated and current. It needs to ensure policies are implemented and adhered to. The Governing body is responsible for ensuring full insurance and indemnity to staff who administer medications.

### **Headmaster**

Eastbourne College's headmaster has a responsibility to:

- ensure staff understand the policy and their role in its implementation

- ensure sufficient staff are adequately trained to support pupils with medical conditions
- ensure staff are covered by the schools insurance and that staff are aware that this insurance is in place
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure supply staff and new teachers are aware of the medical conditions policy and its contents.
- ensure updating of the medical conditions policy takes place annually.

### **Teaching and other College staff**

Teaching and pastoral staff should be aware of the medical conditions policy and its implementation.

All teaching and pastoral staff at Eastbourne College have a responsibility to be aware of medical conditions that may present themselves within the pupil community. They should be aware of any pupils in their care who suffer from medical conditions and how these conditions may affect their performance at school. Teaching staff should provide additional academic assistance where necessary. Any concerns should be brought to the attention of parents, medical centre staff, line managers, if the pupil's performance is suffering.

Staff should be aware of pupils with medical condition who may require additional social support due to possible bullying / isolation / self-confidence issues.

Teachers and support staff should ensure they have accessed all available information regarding individuals with medical conditions or special needs prior to involving the pupil in sports activities / school trips etc. Staff, need to ensure pupils have appropriate medication / food and have access to these when needed.

### **School nurse and other medical professionals responsibilities include:**

- assist in the update of the school medical conditions policy annually and also as necessary
- provide regular training for school staff for managing most common medical conditions and in administration of medication to relevant staff
- carry out termly audits of medication storage and recording with houses
- ensure Healthcare plans are originated and reviewed annually
- audit medical centre medication stocks monthly and arrange for disposal of redundant stocks
- maintain 'at risk list' ensuring information is current and up to date for each pupil.

### **First aiders**

First aiders at Eastbourne College have a responsibility to be alert to recognising signs and symptoms associated with the most common medical conditions. As such each first aider undergoes training in recognition of symptoms, actions to be taken, medication administering and emergency procedures.

### **SENCo**

Help update College's medical policy. Know which pupils have special educational needs (SEN) due to their medical condition. Ensure teachers make arrangements if pupil requires special consideration. Ensure pupils with medical conditions are not excluded unnecessarily from activities.

## **9. Unacceptable practice**

Our staff recognise, that it is not acceptable practice to:

- prevent children from easily accessing their inhalers and medication or prevent them from administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- Ignore the views of the child or parents, or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance records if their absences are related to their medical condition, eg hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working due to the school failing to support their child's medical needs, or preventing the pupil from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parent to accompany the child.

## 10. Complaints procedures

If parents have a grievance or complaint about how pupils with medical conditions are supported by the College, they should in the first instance make contact with Eastbourne College headmaster. The matter will then be dealt with directly or referred to the Eastbourne College governing body. Please ring 01323 452302.

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## References

### Internal

- First Aid Policy