



Supporting Students with Medical Needs Policy

Context

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting students at school with medical conditions.

Aim

Every member of the Royal Grammar School community should, if necessary, receive the highest standard of medical care whilst in the school's charge or on the school site, and be treated with respect and confidentiality.

Support for Students with Medical Conditions

It is Matron's responsibility to ensure that the Supporting Students with a Medical Condition Policy is acted upon at all times. Matron will care for any individual in need of medical assistance to the best of her ability and knowledge and make decisions based on that knowledge and training. However, supporting a student with a medical condition during school hours is not the sole responsibility of Matron:

Parents are responsible for:

- making the school aware of any new medical concerns or diagnosis, or any changes to their son's medical circumstances
- ensuring that routine medical and dental appointments are scheduled out of school hours
- ensuring that any physical or mental health conditions are declared on the medical information forms for any residential trips
- making sure that parent contact details are fully up-to-date
- ensuring their son only attends school on crutches when the crutches are provided by a medical practitioner /hospital and relate to a specific injury
- following guidance in this policy.

Students:

- will be encouraged to self-manage and self-medicate their medical conditions wherever possible
- should carry their own medication devices, for example, an inhaler, EpiPen, diabetic testing kit.

Provision of First Aid during the School Day

- Matron is responsible for first aid and minor illness treatment, and will liaise with parents as necessary.
- Lists of other trained first aid staff are displayed around school and these members of staff should be called upon in Matron's absence.
- An Automated External Defibrillator (AED) is kept in the Boarding House overnight and in the School Office during school hours.
- Matron is responsible for transferring the AED daily, or allocating a deputy if she is unavailable.
- The device can be operated by anyone as it gives precise instructions. However, this is at the discretion of the First Aider who arrives at the scene. It is expected that where possible the AED is brought to the casualty if required.
- Matron will ensure that members of staff are regularly updated on the treatment of illnesses such as asthma and anaphylaxis.

Documentation of First Aid Treatment

- Matron records all treatment given on Medical Tracker.
- If first aid is given in a department, the person giving treatment should record this with Matron at the first available opportunity.
- If the injury is due to an accident, an accident form must be completed and returned to the Health and Safety Officer.
- In the event of a near miss this should be recorded on the relevant accident form. (Accident forms are available from Matron, Boarding & School Office)

Medication: Storage, Administration and Documentation

Medication will be stored in Matron's room as follows:

- All medication, with the exception of emergency medication, will be stored in a locked cupboard.
- Medication requiring refrigeration must be supplied in an airtight container and will be stored in a fridge.
- Emergency medication such as EpiPens, inhalers and diabetic kits will be stored in a clearly labelled, unlocked cupboard.

1. Prescribed Medication

- Medication should only be brought into school when essential.
- It is the boy's responsibility to arrange with Matron a suitable time to take his medication, and to ensure that he attends her room at that time. There may occasionally be exceptions to this and parents should contact Matron to make other arrangements.
- Matron will document that she has given the medication and the boy will countersign.

Parental Responsibility regarding Prescribed Medication

- If parents wish Matron to administer prescribed medication, it must be provided in the original container as dispensed by a pharmacist, and include the prescriber's instructions for administration, dosage and storage.

- If a boy is prescribed an EpiPen or asthma inhaler, he must carry it with him at all times.
- It is parental responsibility to ensure that medication remains in date.
- If parents wish their son to carry his own medication, it is their responsibility to ensure that he knows how often to take it, how to store it responsibly and that under no circumstances should he give it to another boy.
- If a student is prescribed a controlled medicine parents must ensure that the school are aware of this information.

2. Non-Prescribed Medication

- Students taking medication that can be administered out of school hours will be required to do so, for example, hay fever medication and eye drops.
- Matron keeps a stock of non-prescription medication to administer for minor illnesses such as headaches.
- Ibuprofen will not be given to boys under 16yrs of age unless specifically requested by parents, and provided that the boy has taken it before without adverse effects.
- As part of the admissions procedure all parents will complete a Permission to Administer Medication Form, indicating which medicines, if any, they give permission for Matron to give.
- Matron or a relevant member of staff will document details of any medication given. Within boarding the student will countersign as well as Matron or a relevant member of staff.

Individual Health Care Plans

Matron will be responsible for writing and monitoring Individual Health Care Plans (IHCPs) and for maintaining an up-to-date Health Care Register for staff to access. IHCPs will be reviewed annually or on the receipt of evidence which indicates the student's needs have changed. An IHCP will be drawn up in consultation with parents, the student and relevant health care professionals. The following should be considered when writing an IHCP:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the student's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition
- who in school needs to be aware of the student's condition and the support required
- arrangements for written permission from parents for medication to be administered by a member of staff or self-administered (where appropriate)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate
- where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with the information about the student's condition
- what to do in an emergency, including who to contact and contingency arrangements.

Statement of Principles and Practice for matters relating to the Boarding House

There is a comprehensive Medical Policy and guidelines that exists for all boarders at the Royal Grammar School, High Wycombe. This school policy should be read in conjunction with the Fraser Youens House Medical Policy and guidelines which relate to all boarders.

Appendix

Anaphylactic Shock Guidance

Anaphylaxis is a severe allergic reaction that may occur in someone who is allergic to specific foods, drugs or insect stings. The reaction causes substances to be released into the blood that dilate blood vessels and constrict air passages. Blood pressure falls dramatically and breathing becomes difficult. Swelling of the tongue, face and neck increases the risk of suffocation. The amount of oxygen reaching the vital organs becomes severely reduced.

Students with anaphylaxis are welcome in school, both as day and boarding pupils. They will be encouraged to take a full part in all activities in the school, including school trips.

The school will work closely with the pupils and parents, and individual care plans will be kept for each pupil with anaphylaxis.

All students with anaphylaxis will be expected to carry their treatment at all times and their parents are asked to provide spare prescribed medications. Spares for day pupils will be kept in a labelled, unlocked cupboard in Matron's room, and for boarders in the Duty room in the boarding house.

Staff will receive regular updates on how to manage pupils with anaphylaxis.

All staff will have access to a protocol of information on how to help a pupil who has an anaphylactic episode. This protocol is available on the staff area of SharePoint. The boarding house will also have copies of individual care plans as relevant.

Matron keeps an updated list of students with important medical needs, and circulates this to all staff, including the catering manager, at the beginning of the year. She will inform staff of any changes or new diagnoses as they occur. This information is also highlighted on SIMS.

Anaphylactic Shock Protocol

An anaphylactic episode is a medical emergency. In its most severe form it is life threatening.

Each diagnosed student with anaphylaxis has a care plan with individual signs and symptoms and management. However, it is possible that a reaction might occur in an undiagnosed pupil.

General signs and symptoms

Any of the following may occur within seconds or minutes after exposure;

- Tingling or numbness around the mouth
- Difficulty swallowing
- Sneezing
- Itching
- Generalised flushing of the skin
- Widespread red, blotchy skin eruption
- Swelling of the tongue, face and neck
- Difficulty breathing ranging from a tight chest to severe difficulty. The casualty may wheeze or gasp for air.
- Pounding heart – pulse rapid but weak
- May feel sick or vomit
- Sudden feeling of weakness or floppiness
- May lose consciousness

General management

DO NOT LEAVE STUDENT

- Observe signs and symptoms continually
- Give antihistamine and inhaler medication as prescribed, if he is alert and talking.
- If conscious sit pupil up to aid breathing; if collapsed lay him down and raise his legs; or if unconscious lay on his side in recovery position.
- **If no signs of recovery and symptoms become worse e.g. difficulty speaking/breathing, swelling of lips/tongue, loss of consciousness then: Administer Adrenaline EpiPen, as prescribed, into the outer side of the thigh, midway between the knee and hip.**
- Dial 999 for an ambulance and inform emergency services of anaphylactic shock.
- Get someone to collect the AED from reception during school hours or boarding out of school hours.
- NB Cardiopulmonary resuscitation may be needed.
- Await ambulance, escort to hospital, contact Head of Boarding or Housemaster (boarders), parents (day pupils).

Asthma Guidance

The Royal Grammar School recognises that asthma is a widespread, serious but controllable condition affecting many students in the school. The school positively welcomes all students with asthma. This school encourages students with asthma to achieve their potential in all aspects of school life by ensuring that staff, parents and students work together and have a clear policy to help the student remain safe in school.

Each student with Asthma will have an individual care plan that has been drawn up by either the school matron, school nursing team or specialist asthma nurse. Parents will have input into the creation of the care plan along with the student.

Asthma Medicines

Immediate access to reliever medicines is essential. Students with asthma must carry their reliever inhaler whilst in school.

Parents are asked to make sure that the student knows how and when to use the inhaler. Parents must also ensure that the student always carries an inhaler that is in date and contains enough medication for the day at school.

School staff are not required to administer asthma medicines to students (except in an emergency). All school staff will let students take their own medicines when they need to.

Emergency Salbutamol Inhalers kept in school

The school will have two emergency asthma inhalers. One will be kept in reception and one will be kept in the boarding house.

With each of these inhalers will be a list of students who have been prescribed inhalers by their GP, or have been diagnosed as having Asthma. If a student is not on this list, they will not be given the emergency inhaler unless in an emergency situation at the discretion of Matron or a trained first aider.

Parents will be asked to sign their child's care plan and return it to matron which will contain the consent for use of the emergency inhaler as necessary.

If the emergency inhaler is used a record will be kept on matron's medical data or an incident form will be completed and parents will be informed in writing.

Information on how to recognise an asthma attack and what to do in an emergency is to be kept with the emergency inhaler.

Matron will be responsible for purchasing, storing, and checking half termly that it is in date, clean and contains enough medication.

The spacer that is with the emergency inhaler will be either given to the pupil to use or disposed after each use.

School staff will receive training on Asthma on an annual basis either via a whole school training or by information sent from matron with the list of students concerned at the start of each academic year.

Matron will be available for staff, parents and students to discuss this protocol and any training needs that they may have.