

# PERRYFIELDS HIGH SCHOOL

*"Together We Achieve Excellence"*



## Supporting Pupils with Medical Conditions

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# **Perryfields High School**

## **Supporting Pupils with Medical Conditions**

### **Introduction**

This policy reflects the guidelines 'Supporting Pupils at School with Medical Conditions'.

The school will provide first aid for both pupils and staff when required. There is also provision for dealing with those who are unwell at school.

The First Aider within School will deal with pupils who have a first aid emergency or have an ongoing medical conditions which they require support in e.g Asthma, Diabetics.

There are other certain members of staff in School who are trained to administer first aid.

School Receptionist will deal with ill pupils.

Where pupils have a serious medical condition, they will be supported in continuing their education.

All staff in school will receive annual training on how to deal with pupils with allergies that require an Epi-Pen, as well as training on Asthma and epilepsy.

### **Procedures for Accidents and Emergency First Aid**

1. Any accident or injury that requires emergency first aid, should be reported immediately to the receptionist, who should call an appropriate First Aider.
2. The First Aider will assess the situation and take appropriate action. Where the situation is deemed to be serious another First Aider will be required to support.
3. No member of staff should administer first aid unless they have received appropriate training.
4. Any incidents that involve head injuries, should be referred to a First Aider.
5. If an ambulance needs to be called, this should be done by the receptionist to avoid duplicate calls. Parents should be contacted immediately. If a parent cannot accompany their child in the ambulance, a member of staff should go to hospital with them
6. First Aiders should not be called to deal with pupils who have a general illness.

## **Informing Parents and Documentation**

1. Where first aid has been administered a 'First Aid' slip should always be completed and given to the pupil. These are located in the medical room.
2. Where there has been an accident or 'near miss', the appropriate member of staff should complete an 'Accident Form' and pass it to the School Secretary. A copy should be kept and one sent to the LEA.
3. The First Aider may advise whether the pupil needs to go home or receive treatment via their Doctor. It is sometimes advisable to seek a second opinion.
4. If there is any doubt about the severity of a pupil's injury, parents should be contacted.
5. Where a pupil needs to go home, the First Aider or Admin Support Staff should make contact with a parent, giving details of the injury. No pupil should go home unless they are to be picked up by parent or guardian.
6. If an investigation is needed, this should be done by the appropriate HOD, Pastoral Achievement Leader (PAL) or member of the SLT.

## **General Illnesses**

1. Where a pupil is taken ill at school, they should be sent to reception, with an appropriate slip or comment in the pupil's homework diary.
2. The school receptionist should assess the situation and take appropriate action.
3. Where possible, pupils should be encouraged to return to lessons. However, if a pupil is deemed to be too ill to carry on in school, parents should be contacted to collect the pupil, who should be signed out.
4. It is good practice to keep a record of pupils who are ill in school.
5. On some occasions, a First Aider may need to be contacted to give support or a second opinion.
6. If parents cannot be contacted, pupils should not be sent home.
7. If a member of staff is taken ill at school, they should inform a member of the SLT.

## Administering Medication

Staff are not required to administer medication to any pupil, especially Paracetamol or other pain killers. If there is a serious or life threatening condition e.g. Anaphylaxis, staff have been trained in the use of an 'Epi-pen'. Other conditions such as Asthma, or Migraines can rely on pupils administering their own medication. Where a pupil has administered these medications, parents should be contacted where possible. In other situations, such as prescribed antibiotics, or painkillers, **it is the responsibility of parents to make arrangements for the taking of medication.**

In some circumstances, where the taking of prescribed medication is completely unavoidable in school, **Mr. Lee** should be contacted who will arrange for medication to be taken.

## Treatment of Pupils with Nut Allergies

All staff in school will receive annual training on how to deal with pupils with allergies that require an Epi-Pen.

Personal Tutors and staff must be aware of who has an allergy and regular checks should be done on pupils to ensure that they have their Epi-Pen with them. This is particularly important if pupils are taking part in any trips or visits. If a pupil is due to go on a trip and does not have their Epi-Pen, they will not be allowed to go. Parents should be contacted by the trip leader.

If a member of staff suspects that a pupil is beginning to have an allergic reaction, the care plan for that individual pupil should be followed. The pupils themselves will know what is happening to them, however, the member of staff should be prepared to administer medication as appropriate. The following procedures should be followed:

- Identify the pupil(s) in classes that have allergies
- Be aware of any changes in the pupil that may indicate an allergic reaction
- Speak to the pupil and administer appropriate medication (Piriton or Epi-Pen)
- **Send a pupil to the secretary to call for an ambulance and a First Aider**

**All pupils with nut allergies carry their own Epi-Pen. Details of those pupils are found under the Health and Safety section of the staff notice board.**

## **Lunch Time Emergencies/Illnesses**

If there is a medical emergency, Admin Support staff will contact Mrs Davies or the First Aider on duty. Other First Aiders may be required.

## **Dealing with Incidents Involving Blood or Bodily Fluids**

When dealing with bodily fluids, the following precautions should be followed:

1. Always wear surgical/rubber gloves which are located in the medical room or Site Manager's Office.
2. Dispose of any paper towels, gloves etc. in a sealed, yellow plastic bag.
3. Where bodily fluids are on the floor, the Site Supervisor or cleaners should be contacted via the secretary. The appropriate materials to clean up should be used.
4. Always wash hands following an incident.

Further details for 'Dealing with Bodily Fluids' can be found in the LEA policy and guidelines. (Health and Safety Website).

## **Recording of New Medical Information for Pupils**

Any new medical information received from parents/health professionals regarding a pupil should be passed on to Mrs Davies (First Aider) and the pupil's Pastoral Achievement Leader (PAL). The following action will then be taken:

1. Details will be recorded in the Medical section of the pupil's SIMS record and, if appropriate, a copy of the Care Plan scanned and attached.
2. Appendix 1 of the Supporting Pupils with Medical Conditions policy should be updated with details of the pupil's condition.
3. All First Aiders should be made aware of the new information and emailed a copy of the updated policy.
4. The First Aid at a glance file will be updated on Staff Documents in order that all members of staff can access current lists of medical conditions.
5. A copy of the details/document/Care Plan will be placed in the pupil's school file and in First Aid folders located in all staffrooms, along with an updated copy of the Supporting Pupils with Medical Conditions policy.

## **Pupils with Medical Conditions**

All staff should ensure that they are aware of who in their classes are epileptic or diabetic, or have any other medical condition.

Should there be any concerns about a pupil, a First Aider should be sent for immediately, via the school reception.

In the case of a diabetic, the pupils should be allowed to eat when necessary.

If a pupil begins a fit, remove anything in the area that could cause an injury and quietly ask the rest of the pupils to leave the class. **Do not restrain the pupil or attempt to move them.**

### **Pupils with Asthma**

Pupils with asthma are identified either by parents, GP, Hospital or School Nurses have a Wheeze or Care Plan in place.

There are emergency asthma kits situated around School.

### **Pupils with Type 1 Diabetes**

Pupils with Type 1 diabetes all have a care plan in place. Pupils are also provided with a medical support card which enables pupils to be front of the line for all meals and leave class for the toilet and blood testing.

Pupils are encouraged to participate in all physical activities and access arrangements are available when sitting exams.

Pupils should carry their diabetes kits with them at all times.

## **Arrangements for Pupils after Surgery or Hospital Procedure**

Following surgery or other hospital procedure where possible, pupils should be able to continue with their education in a safe, comfortable place.

Arrangements can be made with liaison between parents, Inclusion and PAL.

Arrangements may include a part time timetable, late start and early finish on selected days. Work for each individual will be obtained, should a pupil be based in Inclusion.

If a pupil remains in lessons, staff will be notified about the condition by PAL so that necessary risk assessments can be done. It is essential that there is close liaison with parents and the Health Visitors at all times.

## **Care Plans**

Care Plans are updated annually through liaison with school health professionals, first aider Mrs Davies. Parents are also involved in this process. Relevant information is shared with staff.

Any changes to your child's health, Parents will need to inform the school as soon as possible.

## **First Aid Equipment**

First aid equipment is found in: -

- All D & T rooms
- *Science prep rooms*
- Medical Room
- Main School Block
- Sports Hall
- J Block
- N Block

Science Prep rooms should contain 'eye irrigation' equipment.

In case of a medical emergency, a First Aider should be summoned as earlier stated.  
**The first aid box should be made available on their arrival.**

Untrained staff are allowed to issue pupils with plasters, but they should check to see if the pupil is allergic to them.

Medium Boxes should contain: -

- Contents List and Guidance Leaflet
- 6 Medium Sterile Dressings
- 2 Large Sterile Dressings
- 3 Triangular Bandages
- 12 Safety Pins
- 3 Eye pad Sterile Dressings
- 60 Sterile Adhesive Dressing (plasters)
- 30 Saline Cleansing Wipes
- 1 Adhesive Tape
- 9 Nitrile Disposable Gloves
- 3 Finger Sterile Dressing
- 1 Resuscitation Face Shield
- 2 Emergency Foil Blankets
- 2 Hydrogel Burn Dressings
- 1 Tough Cut Shears
- 2 Conforming Bandages

Boxes **should not** contain any ointments/creams/TCP, medication, scissors, tweezers or dressings that have been opened previously.

It is the responsibility of the First Aider to ensure that first aid boxes are checked and stocked regularly. Additional supplies should be ordered through the Finance Secretary. For advice, see an appropriate first aider.

**A first aid bag and first aider should be taken on all school journeys. (Refer to 'Offside and Educational Visits Policy')**

## **Trained First Aiders**

Mrs Kay Davies (Main First Aider)  
Mr Chris Briggs  
Mr David Inman  
Mr Thomas Arrowsmith  
Mrs Caroline Martin  
Miss Chantel Murray-Price  
Miss Catherine Young  
Mr Jobe Swingler

When staff need to renew their first aid certificate, they should liaise with their line manager and follow the CPD procedures.