



**Irlam and Cadishead Academy**

The best in everyone™

Part of United Learning

# **Irlam & Cadishead Academy**

# **Medical Policy**

# **2021 - 2022**



Document Owner:	<b>Mr Andy Brown</b>
Last review:	<b>October 2021</b>
Next review:	<b>October 2022</b>
Approved by:	<b>Toni Holdsworth</b>

## **Contents:**

### Rationale

1. Introduction
2. Aim
3. Objectives
4. Key role and responsibilities
  - 4.1 The governing Body
  - 4.2 Head-teacher/Medications administrator officer
  - 4.3 Staff Members
  - 4.4 School Nurses
  - 4.5 Parents/Carers/Guardians
  - 4.6 The pupil
5. Health Care Plan
6. Medicines
7. Educational Visits
8. Self-Medication
9. Storage of Medication
10. Emergency Procedure
  - 10.1 Emergency Asthma Kits
  - 10.2 Defibrillators
11. Asthma
12. Diabetes
13. Cystic Fibrosis
14. Anaphylaxis

15. Mental Health Problems

16. – First Aid

16.1 First aid Staff

16.2 First Aid Location

16.3 First Aid Records

17. Staff Training

17.1 First Aid staff

17.2 Diabetes staff

17.3 Hearing impairment staff

18. Complaints

19. Relevant documents

**20. Annex 1: Administration of Medicine Procedure**

**21. Annex 2: Health Care Plan**

**22. Annex 3: Parental agreement for setting to administer medicine**

**23. Annex 4: Authorization for a child to carry their own medicine**

**24. Annex 5: Irlam and Cadishead Asthma Policy**

**25. Annex 6: Irlam and Cadishead SEND Policy**

**26. Annex7: Irlam and Cadishead Complaint's Policy**

**27. Annex8: Irlam and Cadishead Health & Safety Policy**

**28. Annex9: First Aid Procedure**

## **Rationale**

The number of pupils attending mainstream schools who have specific medical needs is increasing. Many children and young people have their participation in school affected by illness or a specific medical condition. This may result in a minor disruption or it may cause regular or permanent limitation to their access to education. Most children with medical needs are able to attend school regularly with appropriate support carefully planned and monitored by school, parents, carers and specialised professionals. It is crucial that all involved have an understanding of the policy and procedures the school is operating.

## **1 – Introduction**

Irlam and Cadishead Academy as part of the United and Learning Group recognises that long/short-term conditions can affect people of all ages, this policy is to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that the Schools provide support to individual pupils with medical needs.

This policy is used in conjunction with other school's Policies described in the Annex 5, 6, 7, 8. Based on Statutory Guidance: Supporting pupils at school with medical conditions 2015; as well as The Health and Safety (First Aid) Regulations 1981.

The school has recently established this new Medical Policy and all staff have a duty of care to follow and cooperate with the requirements of this policy. Section 100 of The Children and Families Act 2014 places a duty on the governing body of each school to make arrangements for supporting children with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

The Irlam and Cadishead Academy will ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEND Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications

## **2 - Aim**

To ensure that pupils with medical conditions can and do participate fully ensuring that necessary provision is made for every pupil in all aspects of school life including physical exercise, visits, field trips and other out-of-school activities with the support necessary to enable pupils to achieve regular attendance.

Parents / carers retain the prime responsibility for their child's health and are responsible for providing comprehensive information to the Academy about their child's medical condition and any updates or changes in medical condition or medication.

### **3 - Objectives**

- A clear recognition and instruction that pupils that require medication in School setting have immediate access to their medication if/when required.
- The school will ensure that all medical information will be treated confidentially by all staff.
- To ensure safe storage and support with medication are provided, keeping medication records of all pupils with any other medical conditions.
- To work in partnership with health care professional, staff, parents and pupils to meet the needs of each child.
- To provide appropriate trained school staff to support children with specific medical conditions by an understanding of the disease and how it is managed in the school setting.
- The school will have a registration with all students with Medical Condition listed individually with their health care plan in place for each child, "Whole School Medical Folder/Asthma Folder" Kept in the Student Services.
- To provide a fully inclusive school ensuring as little disruption to our pupil's education as possible.

### **4 – Key role and responsibilities**

#### **4.1. The Governing Body:**

- The overall implementation of the Supporting Pupils with Medical Policy procedures of the Irlam & Cadishead Academy.
- Ensure that the Policy, as written, does not discriminate on any grounds, including, but not limited to: age, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Ensuring that all pupils are able to participate fully in all aspects of school life.
- Handle complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that relevant training is provided by specialists is delivered to staff members who take on responsibility to support children.

- Ensure the Policy is effectively monitored and updated.
- Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils if/when necessary.
- Monitoring written records and Arbor's communications record of any and all medicines administered to individual pupils and across the school population.
- Report any successes and failures of this policy to the headteacher, members of school staff, local health authorities, parents and pupils.

#### 4.2. The headteacher/Medications administrator officer has a responsibility to:

- The day to day implementation and management of supporting pupils with medical conditions, by ensure this policy is effectively implemented and communicated to all members of the school community.
- Ensure all aspects of this policy are effectively carried out.
- Ensuring that sufficient staff are appropriated receiving specific training to cover the needs of the school to support pupils with medical conditions.
- Ensure the correct level of insurance is in place for teachers and school staff who support student is line with this policy

#### 4.3 Staff Members

- Has the responsibility to read and understand the Medical Policy
- All staff will ensure that all medical information will be treated confidentially
- Know the procedure in the event medication administration is involved
- Keep records of any administered on the Medication Administered Form kept at Student Services
- Log on Arbor, Communication/email Medications administered and relevant staff
- Make contact with parents/carers, the school nurse and special educational needs coordinators (SENCOs) if a child is falling behind with their school work because of their condition.

#### 4.4 School Nurses

The school nurse Avril Stanton  
0161 206 6062 or 0161 206 3809

Liz Halliwell-Staff Nurse  
Eccles School Health Team (0-19 Team)  
Cleveland House  
224 Eccles Old Road,  
Salford, M6 8AL

0161 206 3819  
[sn.south@nhs.net](mailto:sn.south@nhs.net)

#### 4.5 Parents/carers/guardians

- Inform the school if their child has any medication needs required during school hours.
- Ensure the school has a complete form (administration of medication parent agreement ([link](#))) with up-to-date details of any medication
- Inform the school of any changes to their child's condition.
- Ensure to provide child's labelled/in date prescribed medication if/when required.
- Ensure their child has a written Health Action Plan to help them manage the child's condition and to support school with all appropriated information
- Parents should collect all medicines belonging to their pupil at the end of each term and are responsible for ensuring that any date-expired medication is collected from Student services.

#### 4.6 The pupil

- Tell their teacher or parent/carer/guardian if they are feeling unwell.
- Treat medicines with respect, knowing how to take their own medication
- Know how to gain access to their medication in case of an emergency.

### 5 - Health Care Plan (HCP)

- An Individual Health Care plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity what about needs to be done, when and by who. The level of details within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same condition may require very different support.
- Individual healthcare plans may be initiated by a member of staff, schools nurse or another healthcare professional involved in providing care to the child.
- This plan will be reviewed at least annually or earlier if the child's needs change. They should be developed in a context of assessing and managing risks to the child's education, health and social wellbeing and to minimise disruption. Where the child has a special education need, the healthcare plan should be linked to the child's statement or EHC plan where they have one.
- Parents can be provided with a copy of the Health Care Plan on request, with the originals kept by the school.

### 6 – Medicines

Academy staff are not required to administer medicines to pupils. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school will receive appropriate training.

We wish to ensure that pupils with medication needs receive appropriate care and support at all times. The Academy fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following policy guidelines.

The Academy will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Any medicines should only be brought into the Academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the user's name and prescriber's instructions for administration and dosage. It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

All medicines provided by parents will be securely stored in the Student Services office (locked Medical cabinet).

Medicines which are date expired or those that are no longer required for treatment must be collected by the parents / carers for safe disposal.

Children under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## **7. Educational Visits**

The Academy will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

## **8. Self-medication**

In special circumstances it may be necessary for the pupil to carry and administer prescribed medication. The School Nurse/Medications officer/Headteacher will hold written consent from the parents.

(DOCUMENT [link](#))

## **9. Storage of medication**

Medicines are always securely stored in accordance with individual product instructions.



The Schools will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

## **10. Emergency Procedure**

In the event of an emergency related to the administration of medicine, details of student can be found at their Health Care plan kept on "Whole School Medical Folder/Asthma Folder" at the student services medication cabinet or overall details of conditions can be found at Irlam and Cadishead Arbor System for the individual student.

This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency.

Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the School site.

### **10.1 Emergency Asthma kits**

The Academy keeps a supply of salbutamol inhalers for use in emergencies when a pupil's own inhaler is not available. These are kept in 'emergency asthma kits'.

Kit 1 -Located at Reception

Kit2 - Student Services.

More details can be found at Irlam and Cadishead Ashma Policy. [\(Link\)](#)

### **10.2 Defibrillators**

Defibrillators are designed to be simple to use and they give clear instructions on what to do.

Automated External Defibrillator (Semi-automatic model). The AED is applied to patients that are unconscious and not breathing. When electrodes are applied to the patient's chest, the AED will analyse the heart rhythm and will indicate if the heart has a shockable rhythm. If a shockable rhythm is detected the AED will deliver a shock (user will be instructed to press the red shock button) through the electrodes attached to the chest.

Indications for Use: The LIFEPAK CR Plus Defibrillator is indicated for use on patients in cardiac arrest. The patient must be unresponsive (unconscious) and not breathing normally. (Video [link](#))

Defibrillator 1 - Located at reception

Defibrillator 2 – Located at Student Services

## **Medical Conditions:**

### **11. Asthma**

Members of school staff will look for the following symptoms of asthma attacks in pupils: Persistent coughing (when at rest), Shortness of breath, Wheezing, Difficulty speaking in full sentences

In the event of an asthma attack, staff will follow the procedure: Keep calm and encourage pupils to do the same. Encourage the child to sit up and slightly forwards and If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended. If necessary, summon the assistance of First aider staff to help administer an emergency inhaler and follow the Asthma action plan – Irlam and Cadishead Asthma Policy. ([Link](#))

### **12. Diabetes**

Diabetes is a lifelong condition that causes a person's blood sugar level to become too high. There are 2 main types of diabetes: Type 1 - It happens when your body can't produce enough of a hormone called insulin, which controls blood glucose and Type 2 - where the insulin you make either can't work effectively, or you can't produce enough of it, often linked to being overweight or inactive, or having a family history of type 2 diabetes. Treatment typically includes diet control, exercise, home blood glucose testing, and in some cases, oral medication and/or insulin. Pupils with Diabetes will have an Individual Health Care Plan done with a professional nurse and parent/carers both responsible to keep the school updated documents.

### **13. Cystic Fibrosis**

Cystic fibrosis is a hereditary disease that affects the lungs and digestive system. The body produces thick and sticky mucus that can clog the lungs and obstruct the pancreas. Cystic fibrosis (CF) can be life-threatening, and people with the condition tend to have a shorter-than-normal life span. There is currently no cure for CF. Treatment can manage the symptoms of the disease, however, and improve quality of life. Symptoms can vary and treatment plans will be individualized. Pupils with Cystic Fibrosis will have an Individual Health Care Plan done with a professional nurse and parent/carers both responsible to keep the school updated documents.

## **14. Anaphylaxis**

Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within minutes of exposure to the substance which causes the allergic reaction (allergen) but sometimes after hours. Symptoms: generalised flushing of the skin, nettle rash (hives), swelling of throat and mouth, difficulty in swallowing or speaking, severe asthma and in more serious circumstance collapse and unconsciousness.

Common causes include foods such as peanuts, tree nuts (e.g. almonds, walnuts, cashews, and Brazil nuts), sesame, fish, shellfish, dairy products and eggs. Non-food causes include wasp or bee stings, natural latex (rubber), penicillin or any other drug or injection. In some people, exercise can trigger a severe reaction — either on its own or in combination with other factors such as food or drugs (e.g. aspirin).

Adrenaline pen - Epinephrine auto injector (Epipen) is used to treat Anaphylaxis, school will keep a spare pen on request, provided by the parent/carer to be used if necessary only for the prescribed child. (HCP needs to be in place)

## **15. Mental Health Problems**

Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. They range from common problems, such as depression and anxiety, to rarer problems such as schizophrenia and bipolar disorder.

Unfortunately, access to recommended treatments still varies enormously due to its variability in diagnosis. School will report, support and advice parent/carer, giving to the availabilities and referral routes required.

## **16. First Aid –**

First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary.

The First Aider will notify parent/carers if their child is so unwell that they require immediate collection from school. Students are not permitted to make this decision - they must not phone or text parent/carers and request to be collected.

If a student is unwell, they must notify a member of staff, where they will be assessed and appropriate action taken.

First Aiders in school cannot diagnose medical conditions. They are trained to assess whether or not a person is fit enough to attend lessons. If this is deemed not to be so, it is the parent/ carer's responsibility to take over immediate care of the student.

### 16.1 First aid Staff

17	D Raw - Renew date: December 2020 –	Attendance Officer/Behaviour
18	D McLaughlin - Renew date: December 2020 –	Teacher Assistant
19	B Ravenscroft - Renew date: December 2020 –	Internal Exclusion
20	K Whitehouse - Renew date: December 2020 –	Reception/Students Services
21	H Woolley - Renew date: December 2020 –	Teaching Assistant
22	C Lloyd - Renew date: July 2022 –	Reprographics Technician
23	G Prescott - Renew date: July 2022 –	PE Teacher
24	K Lloyd - Renew date: July 2022 –	Drama/ Teacher
25	D Da Silva - Renew date: July 2022 –	Science Technician
26	A Smith - Renew date: July 2022 -	History Teacher

### 16.2 First Aid Kit Location

They are located in 16 signed places around schools in all departments. Location map can be found at student services, reception and SPIE.

### 16.3 First Aid Record

Are kept at Student Services and Reception

## 17 – Staff Training

Key Staff Members attended a FAA Level 3 award in First Aid at Work (RQF) - (July 2019)

A. Smith  
C. Lloyd  
D. Da Silva  
G. Prescott  
K. Moore  
K. Lloyd

### Mental Health

J. Sweeney  
S. Lightfoot  
S. Ashton  
D. Da Silva

### Diabetics



Z. Chaudhury  
K. Moore

Hearing Impairment  
C. Briggs

## **18 – Complaints**

Please refer to Irlam & Cadishead Complaint's Policy ([Link](#))

## **19 – Relevant Documents**

19.1 Supporting pupils with medical conditions - - DfE – December 2015 - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

19.2 Section 100 – Children and Families Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

19.3 The Equality Act 2010 - <https://www.gov.uk/guidance/equality-act-2010-guidance>

19.4 The SEND Code of Practice – 2015 - <https://www.gov.uk/government/publications/send-of-code-of-practice-0-to-25>

19.5 First Aid in School guidance from Department for Education and Employment (DFEE): [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

19.6 Asthma - The British thoracic Society has up to date information on the management of asthma: <https://www.brit-thoracic.org.uk/> And [asthma.uk](http://asthma.uk) has some good child friendly resources to download and use: <https://www.asthma.org.uk/> - <https://www.asthma.org.uk/> - <https://www.nhs.uk/conditions/asthma/>

19.7 Diabetes - <https://www.diabetes.org.uk/> - <https://www.nhs.uk/conditions/diabetes/>

19.8 Cystic Fibrosis - <https://www.cysticfibrosis.org.uk/> - <https://www.nhs.uk/conditions/cystic-fibrosis/>

19.9 Mental Health Problems - <https://www.mind.org.uk/information-support/types-of-mental-health-problems/>

**20. Annex 1: Administration of Medicine Procedure ([Link](#))**

**21. Annex 2: Health Care Plan ([Link](#))**

**22. Annex 3: Parental agreement for setting to administer medicine ([Link](#))**

**23. Annex 4: Authorization for a child to carry their own medicine ([Link](#))**



**24. Annex 5: Irlam and Cadishead Asthma Policy ([Link](#))**

**25. Annex 6: Irlam and Cadishead SEND Policy ([Link](#))**

**26. Annex7: Irlam and Cadishead Complaint's Policy ([Link](#))**

**27. Annex8: Irlam and Cadishead Health & Safety Policy ([Link](#))**

**28. Annex9: First Aid Procedure ([Link](#))**