



SUPPORTING MEDICAL CONDITIONS & FIRST AID POLICY

**Version History:
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WYVERN MEDICAL CONDITION & FIRST AID POLICY

How this statement supports out vision	
Think	THINK as we learn about the medical needs of our students and what is needed to support them.
Grow	GROW because we come to understand how medical conditions can present our students with barriers to their achievement and how these can be countered.
Care	CARE because we aim to provide the support needed to support students with medical conditions to safely access all aspects of the college curriculum.

1. Purpose and rationale

This policy aims to ensure that students, staff and parents understand how our college will support students with medical conditions and that students with medical conditions are properly supported to allow them to access the same education as other students, including college trips and extra-curricular activities. Furthermore, the policy provides advice to staff on supporting and dealing with medical and welfare issues within the college.

Wyvern College is an inclusive community which aims to support and welcome students with medical conditions. The college is committed to providing children with medical conditions the same opportunities as others at college.

2. Principles and content

This policy has been written in consultation with Trustees and staff.

- This policy is available on the college website;
- Trustees will ensure the policy is reviewed annually;
- This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions;
- It is also based on the Department for Education (DfE)'s statutory guidance on supporting students with medical conditions at school December 2015.

3. Responsibility for implementation

I. Staff

Supporting students with medical conditions during college hours is not the sole responsibility of one person. Those staff who take on the responsibility to support students with medical conditions (e.g. college first aiders) will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. The college is responsible for ensuring that suitably qualified first aiders are available within the workplace.

Teachers will take into account the specific needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with an Individual Healthcare Plan needs help. Known medical conditions are named on the class plan sheet which all staff have access to, individual class plan sheets for a class are attached to the register in SIMs so the regular class teacher has immediate access, medical conditions are also flagged on the register in Edulink for cover. In the event of a medical emergency in lessons, teaching and support staff will know how to seek emergency medical support as will staff on duty at break.

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II. Parents

Parents will:

- Provide the college with sufficient and up-to-date information about their child's medical needs;
- Be involved in the development and review of their child's Individual Healthcare Plan and may be involved in its drafting;
- Carry out any action they have agreed to as part of the implementation of the Individual Healthcare Plan e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

III. Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Individual Healthcare Plans. They are also expected to comply with their plans.

IV. School nursing team and other healthcare professionals

Our school nursing service will notify the college when a student has been identified as having a medical condition that will require support in college. This will be before the student starts college, wherever possible. They may also support staff to implement a child's Individual Healthcare Plan.

Healthcare professionals, such as GPs and pediatricians, may liaise directly with the college to support a student with a medical condition. They may also provide advice and guidance on developing plans.

V. Responsibilities of the Welfare Officer

The Welfare Officer or other staff working in the Welfare Office will:

- ensure that the college is aware of staff and students with known medical conditions or physical disabilities and any special requirements that may arise from this;
- ensure that the college is aware of staff and students with food allergies;
- keep individual records (including Individual Healthcare Plans where necessary) for each student stating any medical condition, treatment or medicines required and to ensure that these are kept up to date;
- record any visits to the Welfare Room by students onto their individual records;
- deal with emergency procedures for staff and students, liaising with emergency services if required;
- ensure safe keeping of prescribed medicines belonging to students;
- record the administering of medication to students, including paracetamol tablets. The college asks parents for parental permission to administer paracetamol and a 'yes' or 'no' response is recorded on the child's record;
- inform parents of serious accidents or incidents involving a student at college and the action taken (e.g. head injuries);
- liaise with senior staff regarding accidents or incidents which may need investigation and reporting to the Health and Safety Executive;
- liaise with pastoral staff and the Learning Support department regarding medical issues or welfare concerns about students;
- check and ensure upkeep of first aid boxes across the college and those used for educational visits;
- work with other external agencies re vaccinations and medicals;
- provide information to staff and students in respect of medical/social/health awareness and information regarding infectious diseases;

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- monitor absence and attendance daily working closely with Pastoral Leaders, Senior Leadership Team and other outside agencies as required;
- undertake further training and refresher courses as required.

Personal Protective Equipment (disposable gloves and aprons) is provided for use by staff who are administering first aid and it is important this is worn, particularly for dealing with students who are bleeding.

VI. Managing medicines

Prescription and non-prescription medicines will only be administered at college:

- When it would be detrimental to the student's health or school attendance not to do so and
- Where we have parents' written consent

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The college will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The college will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Parents will be expected to collect medicines and to arrange for safe disposal when they are no longer required or out of date.

VII. Trained first aiders

The Welfare Officer, who is a trained first aider, is based in the Welfare Office which is centrally located within the college and is open during the day to deal with medical issues.

In addition, there are other trained staff who provide cover in the Welfare Office and may carry out welfare duties in the absence of the Welfare Officer, and they are also trained first aiders.

In addition, a number of staff within the Community Enterprise team are also trained first aiders and work in the Nursery, Sport and Fitness Suite and Community Office.

A small number of teaching staff are also trained first aiders as they may lead trips in the UK or abroad, but unless there was an emergency, they generally would not be called upon to deal with first aid issues during a normal day as they would be teaching.

VIII. Equal opportunities

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Wyvern College is clear about the need to actively support students with medical conditions to participate in college trips and visits, or in sporting activities. The college will consider what reasonable adjustments need to be made to enable students to participate fully and safely on trips, visits and sporting activities. Individual risk assessments may need to be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals may be consulted.

However, the college also recognises that there may be certain activities where it would be impossible to risk assess an activity as safe for an individual student. The college is committed to safeguarding its students and there may be occasions when a student cannot participate in an activity because the college deems it unsafe to do so.

4. Accountability

This policy is written by the Operations Manager. It is the responsibility of the Clerk to the Trustees to ensure that the policy is available on the college website for parents and other stakeholders.

5. Supporting documents

Related documents

This document should be read in conjunction with the college's Health and Safety Policy 19, the Mental Health and Well-Being Policy, the Safeguarding policy and the Self-Harm management guidance document.

Attached to this policy are the following documents:

1. Safe storage of medication.
2. Individual Healthcare Plans.
3. Dealing with life-threatening allergies.
4. St John Ambulance guidance 'What to look for - Asthma attacks'.
5. St John Ambulance guidance 'What is a severe allergic reaction?'
6. St John Ambulance guidance 'Diabetic emergency'

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Related documents

1. SAFE STORAGE OF MEDICATION

The Welfare Officer checks the expiry dates for all medication stored at college each term. Parents of students with medical conditions are responsible for ensuring that all emergency medication brought into college is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. It is the responsibility of parents to ensure adequate supplies of new and in-date medication comes into college at the start of each term with the appropriate instructions and ensures that the college receives this.

Students must not carry their own over the counter medication in college; the only medication that should be carried by students is that which is always needed e.g. asthma inhalers, an EpiPen or Insulin. Students must ensure that they store their medication securely in their bag and do not share this or give to other students to use.

Emergency medication is available to students who require it at all times during the college day or at off-site activities, where we have parental permission.

2. INDIVIDUAL HEALTHCARE PLANS

The college uses an Individual Healthcare Plan for children with complex health needs to record important details about individual children's medical needs at college, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

Specific health needs which will generate an Individual Healthcare Plan are:

- asthma
- diabetes
- epilepsy
- anaphylaxis

Other medical conditions may require an Individual Healthcare Plan and parents are encouraged to contact the Welfare Officer to discuss their child's individual health needs.

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a complex health need. This is sent by the college:

- at the start of the college year
- at enrolment in year 7
- in-year admission
- when a diagnosis is first communicated to the college
- new diagnosis

Individual Healthcare Plans are used to create a central register of students with medical needs. The Welfare Officer has responsibility for maintaining this register.

Parents have access in Edulink to change parental permission for medications and to change or update any medical conditions of their child.

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3. DEALING WITH LIFE-THREATENING ALLERGIES

The college has a responsibility to protect anyone who has a life-threatening allergy by ensuring that reasonable precautions are put in place to prevent any incidents from arising, and also to enable anyone who has a life-threatening allergy to take a full and active part in college life.

Communication

- At the beginning of each academic year, the Welfare Officer contacts parents of students known to have life-threatening allergies to complete an Individual Healthcare Plan

Storage and Medication

- EpiPens and other medication for life-threatening allergies, are stored in the Welfare Office in an unlocked drawer of the filing cabinet;
- It is the responsibility of parents to ensure that the medication is up to date.

Training of Staff in Administering Epi-pens

- staff attending first aid training courses would cover this as part of the course;
- Caterlink, the college's catering firm, are aware of the dangers of allergies.

Educational Visits

- it is the responsibility of the trip leader to ensure that medication is collected from the Welfare Office before a visit and returned after the visit;
- it is important that a child with a life-threatening allergy is supervised by a member of staff when using an EpiPen;
- before residential visits all staff attending are made aware of medical conditions which might cause concern.

4. WHAT TO LOOK FOR – ASTHMA ATTACKS



If you think someone is having an asthma attack, these are the five key things to look for:

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1. Difficulty breathing or speaking
2. Wheezing
3. Coughing
4. Distress
5. Grey-blue tinge to the lips, earlobes and nailbeds (known as cyanosis).

What you need to do - Asthma attacks

- First, reassure them and ask them to breathe slowly and deeply which will help them control their breathing.
- Then help them use their reliever inhaler straight away. This should relieve the attack.
- Next, sit them down in a comfortable position.
- If it doesn't get better within a few minutes, it may be a severe attack. Get them to take one or two puffs of their inhaler every two minutes, until they've had 10 puffs.
- If the attack is severe and they are getting worse or becoming exhausted, or if this is their first attack, then call 999/112 for an ambulance.
- Help them to keep using their inhaler if they need to. Keep checking their breathing, pulse and level of response.
- If they lose consciousness at any point, open their airway, check their breathing and prepare to treat someone who's become unconscious – see below.

WHAT TO DO IF SOMEONE IS UNCONSCIOUS

1. **Open their airway.**
2. **Tilt head.**
3. **Check for breathing.**
4. **If they're breathing:**
Put them in the recovery position.
5. **If they're not breathing:**
Begin CPR.

WHAT TO DO IF SOMEONE IS UNCONSCIOUS AND NOT BREATHING

1. **Call 999.**
2. **Pump:**
30 chest compressions at a rate of 100–120 per minute.
3. **Breathe:**
Give two rescue breaths.
4. **Continue to pump and give rescue breaths until help arrives.**

5. WHAT IS A SEVERE ALLERGIC REACTION?



A severe allergic reaction can develop just seconds after someone comes into contact with the allergen. Some allergens include animal hair, bee stings, medication (especially penicillin), and food, such as nuts and shellfish. It can affect the whole body, and if it's not treated quickly enough it could be fatal. This is called anaphylactic shock.

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Signs and symptoms to look for:

- a red, itchy rash, or raised area of skin (weals)
- red, itchy, watery eyes
- swelling of hands, feet, or face
- abdominal pain, vomiting, or diarrhoea

There may also be:

- difficulty in breathing
- swelling of tongue and throat with puffiness around eyes
- confusion and agitation
- signs of shock leading to collapse and unresponsiveness

What to do:

1. Call 999 straight away and tell ambulance control that you suspect a severe allergic reaction.
2. If someone's having a severe allergic reaction, then they may have medication, like an EpiPen. This is a pre-filled injection device which when injected, can help reduce the body's allergic reaction. Check if they have one, and if they do, help them to use it or do it yourself following the instructions.
3. Help them to get comfortable and monitor their breathing and level of response.



6. WHAT TO LOOK FOR – DIABETIC EMERGENCY



Hyperglycaemia

This is where the blood sugar level is higher than normal. It may be caused by a person with diabetes who has not had the correct dose of medication. They may have eaten too much sugary or starchy food or, they may be unwell with an infection.

Signs and symptoms to look for:

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- warm, dry skin
- rapid pulse and breathing
- fruity, sweet breath
- excessive thirst
- drowsiness, leading them to become unresponsive if not treated (also known as a diabetic coma)

What to do

If you suspect hyperglycaemia (high blood sugar), they need urgent treatment. Call 999 for emergency help and say that you suspect hyperglycaemia.

They may be wearing a medical bracelet or medallion, or have a card on them which can alert you to their condition.

While you wait for help to arrive, keep checking their breathing, pulse and whether they respond to you.

If they become unresponsive at any point, open their airway, check their breathing and prepare to start CPR.

Hypoglycaemia

This is where the blood sugar level is lower than normal. It can be caused by an imbalance between the level of insulin and the level of glucose in the blood. Someone with diabetes may recognise the onset of a hypoglycaemic episode.

Signs and symptoms to look for:

- weakness, faintness or hunger
- confusion and irrational behaviour
- sweating with cold, clammy skin
- rapid pulse
- palpitations
- trembling or shaking
- deteriorating level of response

What to do

If you suspect hypoglycaemia (low blood sugar), help the person to sit down. If they have their own glucose gel or glucose tablets, help them take it. If not, you need to give them something sugary, such as an 150ml glass of fruit juice or non-diet fizzy drink; three teaspoons of sugar or sugar lumps; or three sweets such as jelly babies.

If they improve quickly, give them more of the sugary food or drink and let them rest. If they have their blood glucose testing kit with them, help them use it to check their blood sugar level. Stay with them until they feel completely better.

If they do not improve quickly, look for any other reason why they could be unwell and call 999 for emergency help. Keep monitoring their breathing and level of response while waiting for help to arrive.

If they are not fully alert, don't try to give them something to eat or drink as they may choke. If they become unresponsive at any point, open their airway, check their breathing and prepare to give CPR.

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