



Supporting pupils with medical conditions

Adopted By: Board of Trustees

Date: May 2023

Review Date: May 2024

Supporting pupils with medical conditions

Date of Issue:	May 2023
Policy applies to:	All staff employed by the Wessex Multi-Academy Trust.
Policy Version Number:	4
Purpose of the document:	This policy explains how the Wessex Multi-Academy Trust will support pupils with medical conditions, irrespective of the severity of the condition, to allow them to feel inclusive, enjoy academy life and achieve their academic potential.
Summary of the main points:	<p>The document provides:</p> <ol style="list-style-type: none"> 1. Details of how we will put in place the required level of support for our pupils with medical conditions. 2. Confirmation that legislation and advise will be followed in all instances. 3. Guidance on how individual Healthcare Plans, Intimate Care Plans and Medical Risk Assessments will be prepared and those involved in their development. 4. Information on how staff will be trained to support pupils, administer medicine, maintain and keep accurate records of medicine administered and ensure they are stored correctly. 5. Guidance on how academies will respond in an emergency.
Approved by:	This policy has been approved by the WMAT Board of Trustees.
Reviewer:	Dave Diaz
Summary of amendments:	This policy has been amended to reflect latest guidance produced by NHS Dorset and Dorset Council in June 2022
Next review due:	May 2024

Contents:

1. Introduction
2. Our Commitment
3. Legislation and advice
4. Individual Health care plans
5. Intimate care plans
6. Medical Risk assessments
7. Staff Training
8. Administering medicines
9. Storing and disposing of medicines
10. Record keeping
11. Medication errors
12. Sharps injuries
13. Self-management
14. Educational Trips
15. Emergency procedures
16. Emergency salbutamol
17. Emergency adrenaline auto-injectors
18. Automated external defibrillators
19. Ensuring access to education
20. Home to academy transport
21. Transition
22. Unacceptable practice
23. Confidentiality and data protection
24. Liability and indemnity
25. Complaints
26. Monitoring

Appendices

- A. Roles and responsibilities
- B. Emergency salbutamol protocol
- C. Emergency adrenaline auto-injectors

1. Introduction

- 1.1.** This policy explains how the Wessex Multi Academy Trust (WMAT) will support pupils with medical conditions.
- 1.2.** Medical conditions include physical and mental health needs. Pupils might have medical conditions such as asthma, diabetes, epilepsy, anxiety, or depression. Some medical conditions are long term whilst others are short term.
- 1.3.** Some are very serious and can be life threatening. They may affect a pupil's quality of life and impact on their ability to learn.
- 1.4.** We will give our pupils with medical conditions the right support so that they can achieve well in our academy.
- 1.5.** To supporting our pupils with medical conditions we will work in partnership with:
- pupils
 - parents and carers
 - healthcare professionals
 - the local authority
 - other professionals
- 1.6.** Each person's role and responsibilities are set out in Appendix A of this policy. The person responsible for this policy and making sure it's carried out is David Diaz, Estates Manager.
- 1.7.** In each academy the Local Governing Body have delegated functions from the Trust Board of Directors and are responsible for ensuring that the policy is implemented, and that arrangements are in place and monitored.

2. Our commitment

- 2.1.** All pupils with medical conditions are welcome and fully included at all academies across the Wessex MAT.
- 2.2.** When a pupil joins one of our academies, we will ask their parents or carers if they have a medical condition. If they do, we will follow the procedures set out in this policy. We will also do this where an existing pupil develops a medical condition.
- 2.3.** We will provide appropriate support for our pupils with medical conditions so that they can:
- remain healthy
 - stay safe
 - make a positive contribution
 - enjoy academy life and achieve their academic potential
- 2.4.** We want our pupils and their families to have confidence in the support we arrange. To achieve this, we will:

- put appropriate support in place, including suitable back-up arrangements
- seek and adhere to guidance from medical professionals
- involve the pupil, and their parents or carers, in planning and reviewing support

2.5. Academies will make sure that all staff understand and work to this policy. They will provide them with relevant training about medical conditions. This will cover the impact they can have. We understand that not all pupils with the same medical condition will have the same needs.

2.6. Academies will make sure that all relevant staff are aware of an individual pupil's medical condition. Staff will be knowledgeable and confident in supporting pupils with medical conditions. This includes in an emergency.

2.7. Academies will raise awareness of different medical needs and disabilities through curriculum. They will build meeting these needs into the culture and ethos of the academy. They will use resources and materials that represent medical needs in a positive light.

2.8. Academies will plan transition to the next academy or setting as early as possible.

3. Legislation and advice

3.1. The Wessex Multi Academy Trust must 'make arrangements for supporting pupils with medical conditions'. The Children and Families Act 2014 tells us to do this. This policy explains how we will achieve this.

3.2. In doing so, we will follow [Supporting pupils at school with medical conditions](#) (Department for Education, 2015). We will also follow [Supporting children and young people with medical conditions: Local area guidance](#) (Dorset Council and NHS Dorset, 2022).

3.3. Some pupils with medical conditions are also considered to have a disability. If this is the case, we will make sure we follow our duties under the Equality Act 2010.

3.4. If a pupil with medical condition also has a special educational need, we will follow our duties under the [Special Educational Needs and Disability \(SEND\) Code of Practice](#) (Department for Education, 2015).

4. Individual Healthcare Plans

4.1. Some pupils will need regular support or monitoring during the day because of their medical condition. If this is the case, academies will develop an Individual Healthcare Plan (IHP) for them. They will also develop an IHP for pupils who need help in an emergency due to their medical condition.

4.2. The IHP will include the following information:

- the pupil's medical condition
- what should be done to help them in the academy (including emergency protocols)
- when and where this needs to happen
- who should provide the support

4.3.It will also include information about any support required for the pupil's educational, social or emotional needs, if needed.

4.4.IHPs will be written together with:

- the pupil (where appropriate)
- parent or carers
- relevant staff
- appropriate healthcare professionals (such as a specialist or community nurse)

4.5.Staff will not make clinical decisions when developing an IHP. This includes decisions about medication or healthcare procedures. These decisions will be made by healthcare professionals.

4.6.Any cultural and religious views made known to staff will be reflected within the IHP.

4.7.If a pupil has an Education, Health and Care (EHC) Plan, staff will attach their IHP to this, or incorporate it into the EHC Plan, at the pupil's next Annual Review.

4.8.IHPs will be shared with, and followed by, all relevant staff. This includes our first aiders and supply staff.

4.9.Academies will review IHPs on an annual basis. Staff will do this sooner if the pupil's medical condition or support required changes in any way.

4.10. Individual academies will appoint persons responsible for developing and reviewing Individual Healthcare Plans (IHPs) and make their details known to parents.

5. Intimate Care Plans

5.1.If a pupil needs intimate care during the day, staff will develop an Intimate Care Plan for them.

5.2.Intimate care is any care which involves washing, touching, or carrying out a procedure to private parts of the body.

6. Medical Risk Assessments

6.1.In some circumstances, academies will undertake a medical risk assessment. This is to make sure that any activities they do are safe for a pupil with a medical condition to take part in. Academies will often use them when planning for trips.

6.2. Medical risk assessments look at what might cause harm to a pupil and what we can do to make activities safer.

6.3. Academies will write their risk assessments together with:

- the pupil (where appropriate)
- parent or carers
- relevant staff
- appropriate healthcare professionals (such as a specialist nurse)

6.4. Medical risk assessments will be shared with, and followed by, all relevant staff. This includes first aiders and supply staff.

6.5. Academies will review their risk assessments on an annual basis. They will do this sooner if the pupil's medical condition changes in any way.

7. Staff training

7.1. Academies will train all staff so that they know about the legal duty to support pupils with medical conditions. They will also make sure that all staff are aware of this policy. This includes new staff who join the academy.

7.2. Where appropriate staff will undertake Continued Professional Development (CPD) training about supporting medical conditions. This includes staff who are responsible for:

- developing IHPs
- administering medicines

7.3. Academies will provide general training to all staff about common medical conditions. This includes those that they are already supporting, and those that they will soon be supporting. Academies will update this training every year or as recommended.

7.4. Individual staff will undertake appropriate training before they:

- administer medicines
- perform healthcare procedures
- use medical devices - such as ventilators, oxygen saturation (SATs) monitors and suction machines

7.5. Academies will identify the training required when developing the IHP. They will ask relevant health professionals where to source this and when to update it. In some instances, formal training will not be needed.

7.6. Training will be given to enough staff to ensure cover is always available. This includes situations such as staff absence and educational trips.

7.7. Academies will keep records of all training undertaken.

8. Administering medicines

8.1. The Wessex MAT expect that parents or carers will administer most medicines at home, for example, before and after the academic day, and before bed.

8.2. Our academies will only administer medicines where a pupil's health or academy attendance would be adversely affected if we didn't do this. This applies to prescription and non-prescription medicines. But they will not administer homeopathic or alternative remedies in the academy. This is in line with NHS advice.

8.3. Academies will administer medicines:

- where we have written parental consent in advance
- that are in date and labelled
- provided in the original container as dispensed by the pharmacist
- in line with the prescriber's instructions

8.4. Academy staff will not give a pupil under 16 aspirin unless prescribed by a doctor.

8.5. Staff will encourage pupils to apply creams or ointments themselves. Where this is not possible, staff will do so wearing non-sterile gloves.

8.6. Staff will not accept non-prescription medicines for use on an 'as and when required' basis. The exceptions are antihistamines for allergic reactions or unless advised by a GP.

8.7. Some academies may hold a small stock of paracetamol for pupils experiencing period pain. This is only administered where we have parental consent in advance.

8.8. Parents and carers must complete a consent form for all medicines to be administered at the academy. This includes:

- prescription medicines
- non-prescription medicines
- emergency medicines purchased by the academy

8.9. A new consent form will be needed if the medication changes in any way.

8.10. Medicines will not be given to pupils under 16 without their parent or carer's consent, apart from exceptional circumstances where these are prescribed without their knowledge. If this happens, staff will encourage the pupil to involve their parents or carers. But they will also respect their right to confidentiality.

8.11. Academies will ask that medicines are handed over to a member of staff by parents or carers, not by the pupil. Parents and carers should also let staff know if there are any issues or symptoms that they need to be aware of.

8.12. Staff will check with parents or carers when the last dose was taken before administering paracetamol. This is to make sure the maximum dosage is not exceeded. If this is not possible, staff will only administer the medication where

enough time has passed for the pupil to safely take the next dose.

8.13. If staff have any doubts about administering medicines, they will consult with parents or carers before doing so.

9. Storing and disposing of medicines

9.1. Medicines will be stored safely. Pupils will know where their medication is and who to ask for this.

9.2. Some medicines are kept in the pupil's classroom for immediate access when needed.

Such medicines include:

- asthma inhalers
- diabetic equipment
- adrenaline pens

9.3. The pupil's IHP will include details of storage arrangements.

9.4. Pupils can carry their own medicines if agreed as appropriate. This includes controlled drugs and emergency medication. The pupil's IHP will state these arrangements.

9.5. Academy staff will perform checks of any medical devices to make sure they work and are ready to use when needed. This includes devices such as ventilators, oxygen saturation (SATs) monitors and suction machines. Staff will perform these checks in line with guidance and/ or training from relevant health practitioners. Staff will keep records of all checks undertaken.

9.6. Medical devices which need power to operate are kept fully charged. This is so they can be used in event of a power cut or emergency evacuation.

9.7. Staff will ask parents and carers to collect all medicines or medical equipment at the end of the academic term. Staff will also ask that they provide new and in-date medication at the start of each new term.

9.8. Staff will dispose of needles and other sharps, using sharps boxes provided by parents or carers. Sharps boxes will be securely kept at the academy and will go with pupils on off-site visits. Sharps boxes are returned to parents or carers for safe disposal.

10. Record keeping

10.1. Staff at academies will keep an accurate record of all medicines administered to their pupils. Records will state:

- what medicine was administered
- the exact dose administered (for example, 250mg or 5ml)
- the form (for example, tablet, liquid etc.)
- the time
- who gave the medicine

- 10.2.**At some academies, staff will not record non-prescription medicines that are self-administered by pupils. However, staff will ask that the procedures set out below in 'Self-management' are followed.
- 10.3.**Staff will inform parents or carers if they administer non-prescription medicines. Staff will do this on the day and in advance where possible.
- 10.4.**If a pupil refuses to take their prescribed medicine, staff will record this as 'refused'. Staff will also inform the parents or carers immediately. Staff will not force pupils to take their medication if they do not wish to do so.
- 10.5.**Staff at academies will inform parents or carers if a pupil is unwell and unable to take their medication and will do this immediately. Staff will also do this if a pupil is sick or has diarrhoea soon after taking their medication.

11. Medication errors

- 11.1.**If a mistake is made when administering medicines, staff will take urgent action to ensure the pupil's health is not at risk.
- 11.2.**Staff at academies will inform the parent or carer so that they can advise us of the next steps. If staff cannot reach them, they will contact the healthcare practitioner named in the IHP. If this is not possible, staff will contact the GP or the local Accident and Emergency Department.
- 11.3.**The academy will also undertake an internal investigation. The aim of this will be to prevent any future errors. This will be led by the Headteacher or an appointed member of staff. The academy will also report this to the [Physical and Medical Needs Service](#) at Dorset Council.

12. Sharps injuries

- 12.1.**Sharps injuries occur when a sharp instrument, such as a needle, penetrates the skin. This could happen when managing medical conditions such as Type 1 Diabetes. To prevent this, the academy will work with relevant healthcare practitioners to:
- provide appropriate training
 - use safe sharps where possible
 - prevent recapping of needles
 - place instructions for safe disposal of sharps and sharps boxes in the work area
- 12.2.**The academy will also make sure that staff are fully aware of the procedures to be followed if a sharps injury does occur. These are covered in [Supporting children and young people with medical conditions: Local area guidance](#) (Dorset Council and NHS Dorset, 2022).

13. Self-management

- 13.1.** The academy will encourage and support pupils to manage their medical condition themselves, as they get older, but do not expect older pupils to take complete responsibility for this.
- 13.2.** The academy will agree which aspects of their medical care the pupil can do themselves. They will decide this by working with:
- the pupil
 - their parents or carers
 - a relevant healthcare practitioner
- 13.3.** The pupil's IHP will include details of these arrangements, including how much prescription medication they will bring into the academy.
- 13.4.** Staff at the academy will supervise pupils administering their own prescription medicines for safeguarding purposes. The format of supervision will depend on each individual pupil and will be set out in their IHP.
- 13.5.** Parents and carers must complete a consent form to enable their child to carry their own medicines onto the academy site. This includes non-prescription medicines.
- 13.6.** Pupils carrying non-prescription medicines should only bring one dose into the academy. This is to avoid the risk of these being misused. This arrangement will be adjusted for trips.
- 13.7.** If a pupil misuses their medication, or anyone else's, Staff will inform their parents or carers as soon as possible. Staff will also follow the academy's disciplinary procedures.

14. Educational Trips

- 14.1.** Pupils with medical conditions will be able to access all trips unless medical advice states otherwise. If parents or carers would prefer for their child not to attend an educational trip due to medical reasons, we ask that they discuss this with the academy.
- 14.2.** The academy will plan trips in advance, using a medical risk assessment. This will take the form of a meeting with:
- the pupil (where possible)
 - their parents or carers
 - a relevant healthcare practitioner (if required)
- 14.3.** The risk assessment will look at any extra support needed for the trip. Staff will add these arrangements to the pupil's IHP, and copies will be taken on the trip.
- 14.4.** If medication is required during a trip, it can be carried by the pupil if this is normal practice. If not, it will be carried by an authorised member of staff.

14.5. During educational trips, nominated staff may hold a small stock of paracetamol. But this will only be administered where written parental consent to do so has been provided in advance of the trip.

14.6. Staff will record any medicines administered on the trip as per this policy. Records of medicines administered during trips will be stored with their main records upon return to the academy.

14.7. Parents or carers must check what rules apply to taking their child's medicine out of the UK for overseas trips.

15. Emergency procedures

15.1. Academies will make sure that all staff know what action to take in an emergency.

15.2. Academies will provide staff with an update every year on what to do in emergencies.

15.3. In the event of a medical emergency, our staff will always call 999 and summon a qualified first aider. Academies will identify:

- First Aid at Work qualified first aiders
- Emergency First Aid at Work qualified first aiders
- Paediatric First Aid qualified first aiders
- Emergency First-Aid trained staff

15.4. Some pupils have a medical condition which might need emergency intervention. Where this is the case, academies will make sure that the IHP clearly states what an emergency is, and what to do. This is sometimes referred to as an emergency protocol.

15.5. Academies will make sure that emergency medication or equipment is always available. This will apply wherever the pupil is on the academy site and when on off-site activities. Emergency medication and equipment will not be locked away. Pupils can carry their emergency medication with them if this is agreed appropriate.

15.6. Staff will receive regular training in the emergency procedure. This will include how to administer any medication.

15.7. Staff know where to access a copy of the pupil's IHP and supporting information. They can pass this on to the emergency services, should an ambulance need to be called. This is often known as a 'grab pack'. Parental permission must be sought to share the information with the emergency services. This will be recorded in the IHP.

15.8. Staff will inform parents or carers of an emergency as soon as possible.

15.9. If a pupil needs to go to hospital, the academy will call an ambulance or ask a parent or carer to take them. Staff will not take a pupil to hospital themselves. If staff are unable to contact a parent or carer to go with their child to hospital, staff will wait for an ambulance and a member of staff will go with them. The staff member will stay with the pupil until a parent or carer arrives. If there are delays with getting an

ambulance to the academy site, we staff remain in contact with emergency services and follow their advice.

- 15.10.** Staff will review all medical emergencies and incidents to see if they could have been avoided. If necessary, they will change their policy as a result.

16. Emergency salbutamol

- 16.1.** Some academies may have purchased a supply of salbutamol inhalers. These are for emergency use with pupils experiencing an asthma attack.

- 16.2.** In doing so, the academy will follow the [Guidance on the use of emergency salbutamol inhalers in school](#) (Department of Health, 2015).

- 16.3.** The protocol for using the emergency salbutamol inhaler is included in Appendix B of this policy.

17. Emergency adrenaline auto-injectors

- 17.1.** Some academies will have purchased a supply of adrenaline auto-injector (AAI) devices. These are for emergency use with pupils at risk of anaphylaxis.

- 17.2.** In doing so, the academy will follow the [Guidance on the use of adrenaline auto-injectors in schools](#) (Department of Health, 2017).

- 17.3.** The protocol for using the emergency adrenaline auto-injectors is included in Appendix C of this policy.

18. Automated external defibrillators [All academies should have an AED by August 2023]

- 18.1.** Some of our academies have an automated external defibrillator (AED) that can be used in an emergency. In doing so, the academy will follow [Automated external defibrillators \(AEDs\): Guidance for schools](#) (Department for Education, 2023).

- 18.2.** An AED is a machine used to give an electric shock when a person is in cardiac arrest. AEDs are used as part of a 4-stage chain of survival. This can drastically increase the likelihood of a person surviving a cardiac arrest. The stages are:

- Early recognition and calling 999
- Early cardiopulmonary resuscitation (CPR)
- Early defibrillation
- Early post-resuscitation care

- 18.3.** All staff will be made aware of where the AED is located. It should be clearly sign-posted.

- 18.4.** Academies will keep a minimum supply of:
- spare electrode pads

- protective gloves
- safety razors
- pocket masks/ face shields
- dry wipes

18.5.Academies will ensure these are replaced as necessary.

18.6.Academies will provide all staff with the manufacturer's instructions and a short general awareness session.

18.7.Designated staff will undertake further, practical training in the use of the AED.

18.8.All staff will know where the AED is located and how to get help from designated staff, in an emergency.

18.9.The AED will be checked weekly to make sure that it is not displaying any warning lights or messages. More detailed checks will be undertaken at a frequency recommended by the manufacturer. Academies will keep a record of these checks.

18.10. The person responsible for overseeing the AED will be identified by the academy and will ensure it is well maintained and that consumable parts are replaced identified by the academy.

19.Ensuring access to education

19.1.The Wessex Multi Academy Trust know that absences due to medical conditions can affect educational attainment.

19.2.Our academies will provide extra support to pupils returning their academy following a period away. This is so that they don't fall behind in their learning. They will be flexible in how we offer this support to help each pupil individually.

19.3.Academies will work in partnership to decide how to support the pupil's return to their academy. Their staff will work together with:

- the pupil (where appropriate)
- their parents or carers
- relevant support staff
- healthcare professionals

19.4.Where a pupil will be absent for an extended period, our academies 'Ensuring a good education for pupils who are unable to attend due to a health need' policy will apply. Staff will liaise with the Wessex Multi Academy Trust to make sure that appropriate educational provision is arranged.

20.Home to academy transport

- 20.1.**Some pupils with medical conditions get transport to their academy. This is provided by Dorset Travel.
- 20.2.**All drivers employed or contracted by Dorset Travel receive training in first aid. They can respond to emergency situations. In an emergency, they stop the vehicle and call 999 immediately.
- 20.3.**Medicines are not usually administered to pupils on transport. But in some circumstances, a passenger assistant may receive training to administer medication. This might happen where a pupil needs medication in an emergency, for example. If so, the academy will ask for parental consent to share the pupil's IHP with the passenger assistant.
- 20.4.**Staff at the academy will tell the passenger assistant if emergency medication is administered at the academy. They will tell us if they have administered emergency medication whilst on transport.
- 20.5.**Pupils will be able to carry their own medicine on transport if they are able to do so. If not, the passenger assistant will store this safely and will deliver this to the academy office. Medicines being returned home will be given to the passenger assistant.
- 20.6.**Academies will keep records of all medicines supplied by and returned to passenger assistants.

21.Transition

- 21.1.**For pupils with medical conditions, staff will plan the transition to the next academy or setting in advance.
- 21.2.**Staff will ask for parental consent to share the pupil's IHP with the receiving academy or setting. Staff will provide them with details on how we are supporting the pupil.
- 21.3.**Staff will hold a planning meeting in either the spring or summer term prior to transfer. This meeting will involve:
- both academy sites or settings
 - the parent or carer
 - the pupil (where possible)
 - any relevant healthcare practitioners
- 21.4.**At the meeting, staff will update the IHP for use in the new academy or setting.

22.Unacceptable practice

- 22.1.**Academies will make sure that pupils with medical conditions are treated fairly. They will make sure that their needs are properly supported. They will generally not:
- prevent them from accessing or administering their medication

- assume that pupils with the same condition need the same treatment
- ignore the views of the pupil or their parents or carers, or medical advice
- send pupils with medical conditions home frequently because of their medical condition
- prevent pupils from staying for normal activities, unless this is specified in their IHP
- send an unwell pupil to the academy office or medical room unaccompanied or with someone unsuitable
- penalise pupils for their attendance record if their absences are related to their medical condition
- prevent pupils from drinking, eating, or taking toilet or other breaks when they need to, to manage their medical condition
- require parents, or make them feel obliged to attend academy to administer medication or provide medical support to their child, including with toileting issues
- prevent pupils from participating, or create barriers to pupils participating in any aspect of academy life, including educational trips

23. Confidentiality and data protection

23.1. Academies will protect the confidentiality of their pupils.

23.2. Academy staff will always get permission from parents or carers before sharing medical information with any other party. This includes other staff within the academy and the emergency services.

23.3. The academy will make sure that medical information about a pupil, including their IHP, is not 'on view' within the academy.

23.4. The academy will keep copies of IHPs and emergency 'grab packs' in secure filing systems. But they will make sure these can be accessed in emergency situations.

24. Liability and indemnity

24.1. The Headteacher and governing body will make sure that the right insurance is in place to support pupils with medical conditions.

24.2. Most medical conditions are covered under standard liability insurance. The academy will contact their insurance provider separately if they need medical malpractice insurance. This is usually only required for any complex or invasive healthcare procedures.

25. Complaints

25.1. The academy's complaints procedure will cover the supporting pupils with medical conditions policy.

26. Monitoring

26.1. This policy will be reviewed each year and updated if needed.

26.2. When evaluating the policy, the Wessex Multi Academy Trust will seek feedback from:

- Pupils
- their parents and carers
- staff
- relevant healthcare professionals
- governing body
- other relevant professionals

Appendix A: Roles and responsibilities

We will work with others to support pupils with medical conditions at [name of academy]. This means working in partnership with:

- pupils
- parents and carers
- healthcare professionals
- the local authority
- other professionals

Each person's role and responsibilities are explained below:

Pupils

Pupils contribute to discussions about their support at their academy. Their views help to inform the Individual Healthcare Plan (IHP).

Parents and carers

Parents and carers provide the academy with up-to-date information about their child's medical needs. They contribute to the development and review of the IHP. They will provide any medicines or equipment needed, unless otherwise agreed. They will make sure that they or another nominated adult can always be contacted.

Academy staff

All members of staff will know what to do when a pupil with a medical condition needs help.

Staff who perform medical duties will undertake suitable training before doing so. Medical duties include administering medicines and providing medical care. Staff will be competent to perform these duties.

Headteacher

The Headteacher will make sure that:

- this policy is implemented
- all staff are aware of the policy and understand their role in carrying it out
- all staff who need to know are aware of a pupil's condition

- enough staff are trained to carry out the policy and support all IHPs, including in emergency situations
- IHPs are developed
- staff are properly insured

They will also talk to the academy nurse about pupils who need medical support at the academy, when necessary. They may delegate this task to another member of staff.

Governing body

The governing body of [name of academy] will 'make arrangements' to support pupils with medical conditions. This is so that they can participate as much as possible in all aspects of academy life. This duty includes making sure:

- this policy is developed and implemented
- enough staff are trained and competent to support pupils with medical conditions
- staff can access information and other teaching support materials as needed

Academy and children's community nurses

Nurses may tell the academy when a pupil has a medical condition which will need support. They may support the academy in implementing a pupil's IHP and by providing advice. They might also talk to local lead clinicians about support for a pupil and training for staff.

Children's community nurses can also help academies seeking advice and support in relation to pupils with a medical condition. They might help to write the pupil's IHP.

Other healthcare professionals and health services

Other healthcare professionals, such as GPs and paediatricians, may tell the nurse when a pupil has a medical condition that will require support. They may also provide advice on developing IHPs.

Health services can provide valuable support, information, advice and guidance to academies, and their staff.

Integrated Care Boards (ICBs)

NHS Dorset is the public name of NHS Dorset Integrated Care Board (ICB) and has undertaken the statutory responsibilities of the NHS Clinical Commissioning Group (CCG). The ICB is responsible for planning to meet the health care needs of people and communities in Dorset. This includes ensuring that commissioning is responsive to children and young people's needs and works to support health services to co-operate with academies supporting pupils with medical conditions.

Local authorities

The local authority (Dorset Council) commissions nurses for maintained schools and academies. It will also provide support, advice and guidance to schools and academies to support pupils with medical conditions.

Ofsted

Ofsted inspectors consider how well an academy meets the needs of the full range of pupils, including those with medical conditions.

Appendix B: Emergency salbutamol protocol

We have purchased a supply of salbutamol inhalers. These are for emergency use with pupils experiencing an asthma attack. In doing so, we will follow the [Guidance on the use of emergency salbutamol inhalers in school](#) (Department of Health, 2015).

Emergency salbutamol inhalers can be used if a pupil's own inhaler is not available, for example, because it is broken or empty.

We will keep an up-to-date register of all pupils who have asthma.

We will only administer an emergency salbutamol inhaler to pupils who:

- have been diagnosed with asthma and prescribed a reliever inhaler, or
- have otherwise been prescribed a reliever inhaler, **and**
- where we have written parental consent to do so

We will record this information on the pupil's IHP.

Emergency salbutamol inhalers are securely stored in our **[room where inhalers kept]**. They are kept out of the reach of pupils but not locked away. Our emergency inhaler kit is clearly labelled and kept away from pupils' own inhalers. The kit contains:

- **[number of]** salbutamol metered dose inhaler
- **[at least two]** plastic spacers (tubes with a mouthpiece to administer the salbutamol) compatible with the inhaler
- instructions on using the inhaler and spacer
- instructions on cleaning and storing the inhaler
- manufacturer's information

- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- details of the arrangements for replacing the inhaler and spacers
- a list of children permitted to use the emergency inhaler
- a record of use

The person(s) responsible for maintaining the emergency inhaler kit are [name of two staff].

Every month, they will make sure that:

- the inhaler and spacers are present
- they are in working order
- there are enough doses available

A record will be kept of these checks. These members of staff will also:

- obtain replacement inhalers and spacers in good time
- clean, dry and return the plastic inhaler housing to storage following use

At [name of academy] all staff will:

- receive training to recognise the symptoms of an asthma attack
- be aware of this policy
- know how to check if a pupil is on the asthma register
- know how to access the emergency inhaler
- be aware of who the designated members of staff for the emergency inhaler are

Designated members of staff will be trained in:

- recognising asthma attacks (and distinguishing them from other conditions with similar symptoms)
- responding appropriately to a request for help from another member of staff
- recognising when emergency action is necessary
- administering salbutamol inhalers through a spacer
- making appropriate records of asthma attacks

We will keep an accurate record of when the emergency inhaler has been used. This will include details of where and when the attack took place, how much medication was given, and by whom.

We will inform the pupil's parents or carers that we used the emergency inhaler. This will be in writing, so that the information can be passed onto the GP.

Plastic spacers will not be re-used due to the risk of cross-infection. They will be given to the pupil to take home for future personal use. We will return used inhalers to our local pharmacy for recycling.

The person responsible for overseeing the protocol for use of the emergency inhaler, monitoring its implementation, and maintaining the asthma register is [name and role].

The next section of this protocol contains information on how to recognise and respond to an asthma attack (including use of the emergency salbutamol inhaler).

How to recognise and respond to an asthma attack (including use of the emergency salbutamol inhaler)

How to recognise an asthma attack

The signs of an asthma attack are:

- persistent cough (when at rest)
- wheezing sound coming from the chest (when at rest)
- difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- nasal flaring
- unable to talk or complete sentences; some children will go very quiet
- child may tell you that their chest "feels tight" (younger children may express this as tummy ache)

Call an ambulance immediately and commence the asthma attack procedure without delay if the child:

- appears exhausted
- has a blue/ white tinge around their lips
- is going blue
- has collapsed

What to do in the event of an asthma attack

1. Help the child to sit up straight and keep calm
2. Use the child's own inhaler – if not available, use the emergency inhaler (where parental permission given)
3. Remain with the child while the inhaler and spacer are brought to them
4. Help the child to take one puff of salbutamol every 30 to 60 seconds, up to 10 puffs - using a spacer if available
- 5. Call 999 if the child feels worse at any point, or if they don't feel better after 10 puffs**
6. Stay calm and reassure the child. Stay with the child until they feel better. The child can return to academy activities when they feel better
7. If the ambulance has not arrived after 10 minutes and symptoms are not improving, repeat step 4
8. If symptoms are no better after repeating step 4 and the ambulance has still not arrive, **contact 999 again immediately**

Taken from [Asthma+ Lung UK](#).

Appendix C: Emergency adrenaline auto-injectors

We have purchased a supply of adrenaline auto-injector (AAI) devices. These are for emergency use with pupils at risk of anaphylaxis. In doing so, we will follow the [Guidance on the use of adrenaline auto-injectors in schools](#) (Department of Health, 2017).

Anaphylaxis is a severe and often sudden allergic reaction.

We are aware of the common triggers that may cause an allergic reaction. We are working towards reducing these risks in our academy by [\[list your academies actions here\]](#).

Adrenaline auto-injectors are for use when a pupil's own device is not available, or not working. We will only administer them if we have received medical agreement and written parental consent to do so. We will record this information on the pupil's IHP.

We will keep an up-to-date register of all pupils with allergies and those who are at risk of anaphylaxis. This will be shared with all relevant staff. The register will include:

- known allergens and risk factors for anaphylaxis

- whether the pupil has been prescribed an adrenaline auto-injector, and if so what type and dose
- whether parental consent has been given for use of the spare adrenaline auto-injector if their own is not available
- a photograph of each pupil to allow a visual check (with parental consent)

We will always call 999 if a pupil appears to be experiencing a severe allergic reaction. We will do this even if they have already used their own adrenaline auto-injector, or the emergency device. We will tell the emergency services of any allergies that we know the pupil has.

If a pupil without a known allergy appears to experience a severe allergic reaction, when contacting the emergency services, we will inform them that we hold an emergency adrenaline auto-injector on site.

Emergency adrenaline auto-injectors are securely stored in our [room where medication is kept]. They are out of the reach of pupils but not locked away. They are clearly labelled and kept away from pupils' own devices. Adrenaline auto-injectors will always be accessible and available within 5 minutes.

Our emergency anaphylaxis kit includes:

- [number of] adrenaline auto-injectors
- instructions on how to use the device(s)
- instructions for storage of the device(s)
- manufacturer's information
- a checklist of injectors, identified by their batch number and expiry date with monthly checks recorded
- arrangements for replacing the injector(s)
- a list of pupils to whom the adrenaline auto-injector can be administered
- a record of use

The person(s) responsible for maintaining the emergency adrenaline auto-injector kit are [name of two staff].

They will check that the adrenaline auto-injector(s) are present and in date each month and keep a record of this. They will buy replacement devices when expiry dates approach.

We will keep an accurate record of when an emergency adrenaline auto-injector is used. This will include details of:

- where and when the reaction took place

- how much medication was given
- who gave the medication

We will contact parents at the earliest opportunity.

Used adrenaline auto-injectors will be given to the paramedics on arrival or disposed of in a sharps bin.

At [name of academy] all staff will:

- receive training to recognise the range of signs and symptoms of an allergic reaction
- understand how quickly anaphylaxis can progress to a life-threatening reaction
- understand that anaphylaxis may occur with prior mild symptoms
- appreciate the need to administer adrenaline without delay as soon as anaphylaxis occurs
- be aware of this policy in relation to anaphylaxis
- know how to check if a pupil is on the allergy register
- know how to access the emergency adrenaline auto-injector
- know who the designated members of staff for anaphylaxis are, and how to get their help

Designated members of staff will receive training in:


- recognising the range of signs and symptoms of severe allergic reactions
- responding appropriately to a request for help from another member of staff
- recognising when emergency action is necessary
- administering adrenaline auto-injectors according to the manufacturer's instructions
- making appropriate records of allergic reactions

We will undertake a risk assessment for any pupils at risk of anaphylaxis who are taking part in a educational trip. A member of staff trained in administering adrenaline auto-injectors will attend the trip.

The person responsible for overseeing the protocol for use of the emergency adrenaline auto-injector, monitoring its implementation, and maintaining the allergy register is [name and role].

The next section of this protocol contains information on how to recognise and respond to an allergic reaction/ anaphylaxis (including use of the emergency adrenaline auto-injector).

How to recognise and respond to an allergic reaction/ anaphylaxis (including use of the emergency adrenaline auto-injector)

Recognition and management of an allergic reaction/ anaphylaxis	
Mild-moderate allergic reaction	<p>Signs and symptoms include:</p> <ul style="list-style-type: none"> • Swollen lips, face or eyes • Itchy/ tingling mouth • Hives or itchy skin rash • Abdominal pain or vomiting • Sudden change in behaviour
<p>Action:</p> <ul style="list-style-type: none"> • Stay with the child, call for help if necessary • Locate adrenaline auto-injector(s) • Give antihistamine according to the child's allergy treatment plan • Phone parent/emergency contact 	
	
Watch for signs of anaphylaxis (life-threatening allergic reaction)	
Airway	<ul style="list-style-type: none"> • Persistent cough • Hoarse voice • Difficulty swallowing, swollen tongue
Breathing	<ul style="list-style-type: none"> • Difficult or noisy breathing • Wheeze or persistent cough
Consciousness	<ul style="list-style-type: none"> • Persistent dizziness • Becoming pale or floppy • Suddenly sleepy, collapse, unconscious
<p>If one (or more) of these signs are present:</p> <ol style="list-style-type: none"> 1. Lie child flat with legs raised (if breathing is difficult, allow child to sit) 2. Use adrenaline auto-injector without delay 3. Dial 999 to request ambulance and say anaphylaxis <p>If in doubt - give adrenaline auto-injector</p>	
<p>After using adrenaline auto-injector:</p> <ol style="list-style-type: none"> 1. Stay with child until ambulance arrives, do not stand child up 2. Commence CPR if there are no signs of life 3. Phone parent/ emergency contact 4. If no improvement after 5 minutes, give a further dose of adrenaline using another auto-injector device, if available 	
<p>Anaphylaxis may occur without initial mild signs: always use adrenaline auto-injector first in someone with known food allergy who has sudden breathing difficulty (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present</p>	

Taken from [Guidance on the use of adrenaline auto-injectors in schools](#) (Department of Health, 2017).