



**Cranborne Middle School**

**Supporting Pupils With Medical Conditions  
2023 – 2024**

Headteacher – Mr Richard Stevens

Assistant Headteachers – Mr Simon Gillott & Mrs Andrea Williams

Previous Review December 21

Review Date	Reviewed by (CMS Staff)	Reviewed & Approved by FGB (Date)	Next Review Due
March 2024	Mr Stevens	27.3.24	December 2024

## **Introduction**

This policy explains how Cranborne Middle School will support pupils with medical conditions.

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.

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.

We will give our pupils with medical conditions the right support so that they can achieve well in school.

To supporting our pupils with medical conditions we will work in partnership with:

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

Each person's role and responsibilities are set out in Appendix A of this policy.

We wrote this policy with input from our pupils, parents and carers, the local authority, local health services, and our governors.

The person responsible for this policy and making sure it's carried out is our Headteacher, Mr Stevens.

## **Our commitment**

All pupils with medical conditions are welcome and included at Cranborne Middle School.

They will have the same opportunities as other pupils. This includes going on school trips and off-site activities.

When a pupil joins our school, 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 receives a medical diagnosis.

We will provide our pupils with medical conditions with the right support, so that they can:

- remain healthy
- stay safe
- make a positive contribution
- enjoy school life and achieve their academic potential
- be successful when they leave school

We want our pupils and their families to have confidence in the support we arrange. We will support our pupils with medical conditions by:

- putting appropriate support in place, including suitable back-up arrangements
- seeking and adhering to guidance from medical professionals
- involving the pupil, and their parents or carers, in planning and reviewing support

We will make sure that all staff at the school understand and support this policy. We 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.

We 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.

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

We will plan transition to the next school or setting as early as possible.

## **Legislation and advice**

We must 'make arrangements for supporting pupils at the school with medical conditions'. The Children and Families Act 2014 tells us to do this and this policy explains how we will achieve this.

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* (Dorset Council and NHS Dorset, 2022).

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.

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).

## **Individual Healthcare Plans**

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

The IHP will include the following information:

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

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

We will write our IHPs with input from:

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

School staff will not make clinical decisions when developing an IHP. This includes decisions about medication or healthcare procedures to be followed. These decisions will be made by healthcare professionals.

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

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

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

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

The person responsible for developing and reviewing Individual Healthcare Plans (IHPs) at our school is Mrs McHugh, PA to Headteacher.

### **Intimate Care Plans**

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

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

### **Medical Risk Assessments**

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

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

We will write our risk assessments with input from:

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



We will share medical risk assessments with all relevant staff. This includes our first aiders and supply staff.

We will review our risk assessments on an annual basis. We will do this sooner if the pupil's medical condition changes in any way.

### **Staff training**

We will train all staff so that they know about the legal duty to support pupils with medical conditions. We will also make sure that all staff are aware of this policy.

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

Staff will undertake appropriate training before they:

- administer medicines
- perform healthcare procedures

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

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

We will keep records of all training undertaken.

The person responsible for staff training is Mrs McHugh, PA to Headteacher.

### **Administering medicines**

We expect that parents or carers will administer most medicines at home.

If it is detrimental to a pupil's health or school attendance not to do so, we will administer medicines at school. This applies to prescription and non-prescription medicines. But we will not administer homeopathic or alternative remedies in school. This is in line with NHS advice.

We will administer medicines:

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

We will not give a pupil under 16 aspirin unless prescribed by a doctor.

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



We 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.

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

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

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

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, we will encourage the pupil to involve their parents or carers. But we will also respect their right to confidentiality.

We 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 us know if there are any issues or symptoms that we need to be aware of.

We will check with parents or carers when the last dose was taken before administering pain relief medication. This is to make sure the maximum dosage is not exceeded. If this is not possible, we will only administer the medication where enough time has passed for the pupil to safely take the next dose.

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

### **Storing and disposing of medicines**

All medicines are securely stored in our school office. Pupils will know where their medication is and who to ask for this.

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

- asthma inhalers
- diabetic equipment
- adrenaline pens

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

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.

We will perform checks of any medical devices to make sure they work and are ready to use when required. This includes devices such as ventilators, oxygen saturation (SATS) monitors and suction machines.

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.

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

We will dispose of needles and other sharps in line with local policies. Sharps boxes are securely kept at school and will go with pupils on off-site visits. As prescribed items, sharps boxes are provided by parents or carers. They are returned to them for safe disposal.

## **Record keeping**

We will keep an accurate record of all medicines administered to our pupils. Records will state:

- what medicine was administered
- the dosage (how much)
- the form (for example, liquid or tablet etc.)
- the time
- who gave the medicine

We will inform parents or carers if we administer non-prescription medicines. We will do this on the day and in advance where possible.

If a pupil refuses to take their prescribed medicine, we will record this as 'refused'. We will also inform the parents or carers immediately. We will not force pupils to take their medication if they do not wish to do so.

We will inform parents or carers if a pupil is unwell and unable to take their medication. We will do this immediately. We will also do this if a pupil is sick or has diarrhoea soon after taking their medication.

## **Medication errors and injuries**

If we make a mistake when administering medicines, we will take urgent action to ensure the pupil's health is not at risk.

We will inform the parent or carer so that they can advise us of next steps. If we cannot reach them, we will contact the healthcare practitioner named in the IHP. If this is not possible, we will contact the GP or the local Accident and Emergency Department.

We will also undertake an internal investigation. The aim of this will be to prevent any future errors. This will be led by Mr Stevens, Headteacher. We will also report this to the Local Authority.

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, we 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

We will also make sure that our staff are fully aware of the procedures to be followed if a sharps injury does occur.

## **Self-management**

We encourage and support our pupils to manage their medical condition themselves, as they get older. But we do not expect older pupils to take complete responsibility for this.

We will agree which aspects of their medical care the pupil can do themselves. We will decide this by working with:

- the pupil
- their parents or carers
- a relevant healthcare practitioner

The pupil's IHP will include details of these arrangements.

We 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.

Parents and carers must complete a consent form to enable their child to carry their own medicines in school. This includes non-prescription medicines.

Pupils carrying non-prescription medicines should only bring one dose into school. This is to avoid the risk of these being misused. This arrangement will be adjusted for school trips.

If a pupil misuses their medication, or anyone else's, we will inform their parents or carers as soon as possible. We will also follow the school's disciplinary procedures.

## **School trips**

Pupils with medical conditions will be able to access all school trips unless medical advice states otherwise.

We will plan school trips in advance, using a medical risk assessment. This will take the form of a meeting with:

- the pupil
- their parents or carers
- a relevant healthcare practitioner (if required)

The risk assessment will look at any extra support needed for the school trip. We will add these arrangements to the pupil's IHP and copies will be taken on the trip.

If medication is required during a school 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. We will continue to record any medicines administered on the trip as per this policy.

During school trips, nominated staff will hold a small stock of non-prescription pain relief medication. But this will only be administered where we have received written parental consent to do so in advance of the trip.





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

## **Emergency procedures**

We will make sure that all staff know what action to take in an emergency. We will provide them with an update on procedures to follow, every year.

In the event of a medical emergency, our staff will always call 999 and summon a qualified first aider. Cranborne Middle School has:

- Four First Aid at Work qualified first aiders
- Eight Emergency First Aid at Work qualified first aiders

As at March 2024.

Some pupils have a medical condition which might need emergency intervention. Where this is the case, we 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.

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

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

Staff know where to access to 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 will be sought to share the information with the emergency services. This will be recorded in the IHP.

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

If a pupil needs to go to hospital, we will call an ambulance; we will not take them ourselves. If we are unable to contact a parent or carer to go with their child to hospital, a member of staff will go with them. They will stay with them until a parent or carer arrives.

We will review all medical emergencies and incidents to see if they could have been avoided. If necessary, we will change our school policy as a result.

### **Emergency salbutamol**

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).

Appendix B of this policy contains information on how to recognise and respond to an asthma attack (including use of the emergency salbutamol inhaler).

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 school office. 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:

- One salbutamol metered dose inhaler
- Two plastic spacers 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 Mrs McHugh & Mr Belbin.

Every month, they will make sure that:

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

They will also:

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

At Cranborne Middle School 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 Mr Belbin and Mrs McHugh.

### **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. Appendix C of this policy contains information on how to recognise and respond to an allergic reaction/ anaphylaxis (including use of the emergency adrenaline auto-injector).

We are aware of the common triggers that may cause an allergic reaction. We are actively working towards reducing or eliminating these risks in our school.

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. 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 school office. 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:

- 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 Mr Belbin and Mrs McHugh.

They will check that the adrenaline auto-injector(s) are present and in date each month. 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 Cranborne Middle School, 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 access 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 school trip. We will make sure that a member of staff trained in administering adrenaline auto-injectors attends 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 Mr Belbin and Mrs McHugh.

### **Automated external defibrillators**

Cranborne Middle School has two automated external defibrillator (AED) that can be used in an emergency. In doing so, we will follow [Automated external defibrillators \(AEDs\): a guide for schools](#) (Department for Education, 2019).

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:

1. Early recognition and calling 999
2. Early cardiopulmonary resuscitation (CPR)
3. Early defibrillation
4. Early post-resuscitation care

The AED is located in the school front office & staff room. Both are clearly sign-posted.

We will keep a minimum supply of:

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

We will ensure these are replaced as necessary.

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

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

All staff will know where the AED is located and how to access the help of designated staff, in an emergency.

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. We will keep a record of these checks.

The person responsible for overseeing the AED, ensuring this is well maintained and that consumable parts are replaced is Mr Belbin and Mrs McHugh.

### **Ensuring access to education**



We know that absences due to medical conditions can affect educational attainment.

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

We will work in partnership to decide how to support the pupil's return to school. We will discuss this with:

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

Where a pupil will be absent for an extended period, our 'Ensuring a good education for pupils who are unable to attend due to a health need' policy will apply. We will liaise with Dorset Council to make sure that appropriate educational provision is arranged.

### **Home to school transport**

Some pupils with medical conditions get transport to school. This is provided by Dorset Travel.

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.

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, we will ask for parental consent to share the pupil's IHP with the passenger assistant.

We will tell the passenger assistant if emergency medication is administered at school. They will tell us if they have administered emergency medication whilst on transport.

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 school office. Medicines being returned home will be given to the passenger assistant.

We will keep records of all medicines supplied by and returned to passenger assistants.

### **Transition**

For pupils with medical conditions, we will plan the transition to the next school or setting in advance.

We will ask for parental consent to share the pupil's IHP with the receiving school or setting. We will provide them with details on how we are supporting the pupil.

We will hold a planning meeting in either the spring or summer term prior to transfer. This meeting will involve:

- both schools or settings
- the parent or carer
- the pupil (where possible)

- any relevant healthcare practitioners

At the meeting, we will update the IHP for use in the new school or setting.

## **Unacceptable practice**

We will make sure that pupils with medical conditions are treated fairly. We will make sure that their needs are properly supported. We will 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 school 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 school 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 school life, including school trips

## **Confidentiality and data protection**

We will protect our pupils' confidentiality.

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

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

We will keep copies of IHPs and emergency 'grab packs' in locked cabinets or secure filing systems. But we will make sure these can be accessed in emergency situations.

## **Liability and indemnity**

Our Headteacher and governing body will make sure that we have the right insurance in place to support pupils with medical conditions.

Most medical conditions are covered under standard liability insurance. We will contact our insurance provider separately if we need medical malpractice insurance. This is usually only required for any complex or invasive healthcare procedures.

## **Complaints**





The Cranborne Middle School complaints procedure covers the supporting pupils with medical conditions policy.

## **Monitoring**

This policy will be reviewed each year and updated if needed. It will be monitored through Health & Safety visits undertaken by our Governors, as well as being reviewed annually.

When evaluating the policy, we will seek feedback from:

- our pupils
- their parents and carers
- school staff
- relevant healthcare professionals
- our governing body
- other relevant professionals

## **Appendix A: Roles and responsibilities**

We will work with others to support pupils with medical conditions at Cranborne Middle School. 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 are involved in discussions about their support at school. Their views are included within their Individual Healthcare Plan (IHP).

### **Parents and carers**

Parents and carers provide the school with up-to-date information about their child's medical needs. They are involved in 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.

### **School staff**

All members of school 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
- school staff are properly insured

They will also discuss pupils who need medical support at school with the school nurse.

### **Governing body**

The governing body of Cranborne Middle School will 'make arrangements' to support pupils with medical conditions. This is so that they can participate as much as possible in all aspects of school 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

### **School and children's community nurses**

School nurses will tell the school when a pupil has a medical condition which will need support. They may support the school 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 schools 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, should tell the school 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 schools, and their staff.

### **Clinical commissioning groups (CCGs)**

Clinical commissioning groups commission healthcare professionals such as specialist nurses. They will make sure that commissioning is responsive to children's needs. They will also make sure that health services co-operate with schools supporting pupils with medical conditions.

### **Local authorities**



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

### **Ofsted**

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

## **Appendix B: 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

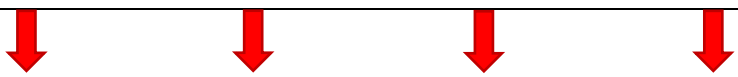
### **What to do in the event of an asthma attack**

1. Keep calm and reassure the child
2. Encourage the child to sit up and slightly forward
3. Use the child's own inhaler – if not available, use the emergency inhaler (where parental permission given)
4. Remain with the child while the inhaler and spacer are brought to them
5. Immediately help the child to take two separate puffs of salbutamol via the spacer
6. If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
7. Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better

8. If the child does not feel better or you are worried at **any time** before you have reached 10 puffs, **call 999 for an ambulance**
9. If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

Taken from [Guidance on the use of emergency salbutamol inhalers in school](#) (Department of Health, 2015)

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

<b>Recognition and management of an allergic reaction/ anaphylaxis</b>	
<b>Mild-moderate allergic reaction</b>	Signs and symptoms include: <ul style="list-style-type: none"> <li>• Swollen lips, face or eyes</li> <li>• Itchy/ tingling mouth</li> <li>• Hives or itchy skin rash</li> <li>• Abdominal pain or vomiting</li> <li>• Sudden change in behaviour</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Stay with the child, call for help if necessary</li> <li>• Locate adrenaline auto-injector(s)</li> <li>• Give antihistamine according to the child's allergy treatment plan</li> <li>• Phone parent/emergency contact</li> </ul>	
	
<b>Watch for signs of anaphylaxis (life-threatening allergic reaction)</b>	
<b>Airway</b>	<ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing, swollen tongue</li> </ul>
<b>Breathing</b>	<ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul>
<b>Consciousness</b>	<ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Becoming pale or floppy</li> <li>• Suddenly sleepy, collapse, unconscious</li> </ul>
<b>If one (or more) of these signs are present:</b> <ol style="list-style-type: none"> <li>1. Lie child flat with legs raised (if breathing is difficult, allow child to sit)</li> <li>2. Use adrenaline auto-injector without delay</li> </ol>	

3. Dial 999 to request ambulance and say **anaphylaxis**  
**If in doubt - give adrenaline auto-injector**

**After using adrenaline auto-injector:**

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

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

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