

# Supporting Pupils with Medical Conditions

September 2020

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**WHITLEY MEMORIAL C of E AIDED PRIMARY  
SCHOOL**



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*'Let your light shine' – Matthew 5:16*

**Chair of Governors-** Arleen Thompson

**Headteacher-** Mrs Claire Gray

**Adopted-** Autumn 2020

**Review-** Summer 2022 (Updated 01/02/22)

# Medical Conditions Policy

## Whitley Memorial CE Aided Primary School

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Whitley Memorial CE Aided Primary School Medical Conditions Policy describes how the school will meet the needs of children and young people with long-term conditions including diabetes. Further information on managing diabetes in children can be found in Appendix 1.

Whitley Memorial is an inclusive school that supports and welcomes pupils with medical conditions. We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Whitley Memorial CE Aided Primary School will listen to the views of pupils and parents.

Pupils and parents should feel confident in the care we provide and that the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. All staff understand they have a duty of care to children and young people and know what to do in an emergency.

The whole school and local health community understand and support the Medical Conditions Policy.

Whitley Memorial CE Aided Primary School understands that all children with the same medical condition will not have the same needs.

As a school in England we will meet the duties in the Children and Families Act and the Equality Act relating to children with disability or medical conditions. We recognise these acts are anticipatory.

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

The Medical Conditions Policy is supported by a clear communication plan for staff, parents and others to make sure it's carried out fully.

Pupils, parents and relevant local healthcare staff are informed of and reminded about the Medical Conditions Policy through the school website.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Whitley Memorial CE Aided Primary School

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

All children with a medical condition at this school have an individual healthcare plan (IHCP), which explains what help they need in an emergency. This information is stored securely in a filing cabinet also records are kept on CPOMS and/or with the class teacher for pupils with diabetes.

The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing it within emergency care settings.

All staff understand and are trained in the school's general emergency procedures.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Whitley Memorial CE Aided Primary School has clear guidance on providing care and support and administering medication at school and understands the importance of medication being taken and care received as detailed in the pupil's IHCP.

Whitley Memorial CE Aided Primary School will make sure that there are several members of staff who've been trained to administer the medication and meet the care needs of an individual child and will make sure there are enough staff trained to cover any absences, staff turnover and other circumstances. The Governing Body has made sure that there is the appropriate level of insurance and liability cover in place. This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. Every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When giving medication, for example pain relief, Whitley Memorial CE Aided Primary School will check the maximum dosage and when the previous dose was given. Parents will be informed. We will not give a pupil under 16 aspirin unless prescribed by a doctor.

**When giving medication, with the exception of inhalers, two members of staff will be present and will sign the log as a record of the medication being given correctly, in line with the parental permission form.**

**If a medication is given incorrectly (eg wrong medicine or wrong dosage), the parent will be informed immediately.**

We will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents at this school understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed. We adhere to all guidance on the storage of medication and equipment at school.

Whitley Memorial CE Aided Primary School ensures that all staff understand what an emergency is for an individual child and makes sure that emergency medication or

equipment is easily available wherever the child is in the school or on off-site activities, and is locked away. Pupils may carry their emergency medication with them if they wish and if it's appropriate when off-site.

Pupils who take controlled drugs will be stored securely but accessible easily by staff. Only named staff should have access to them. Only specially trained staff can give a controlled drug to a pupil. We will make sure that all medication is stored safely, and that pupils with medical conditions know where it's stored and have immediate access to it at all times.

Whitley Memorial CE Aided Primary School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions.

The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications and equipment at the end of the school Year, and to provide new and in-date medication at the start of each Year unless needed sooner. This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Whitley Memorial CE Aided Primary School has clear guidance about record keeping. Parents at this school are asked if their child has any medical conditions on the admissions personal details form.

Whitley Memorial CE Aided Primary School uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of IHCPs, and the School Care Needs coordinator Joanne Patterson has the responsibility for this register.

IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.

Whitley Memorial CE Aided Primary School makes sure that the pupil's confidentiality is protected and seeks permission from parents before sharing any medical information with any other party.

Whitley Memorial CE Aided Primary School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit and school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Whitley Memorial CE Aided Primary School makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP.

This will be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional or the parent. The specialist nurse, school nurse or other suitably qualified healthcare professional will confirm their competence and we keep an up-to-date record of all training undertaken and by whom.

Whitley Memorial CE Aided Primary School makes sure the whole school environment is welcoming and suitable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are asked about what will help make the school accessible to them and are also committed to providing an accessible physical environment for out-of school activities.

Whitley Memorial CE Aided Primary School makes sure the needs of pupils with medical conditions are adequately considered so they can take part in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti-Bullying Policy, to help prevent and deal with any problems. They use opportunities in lessons to raise awareness of medical conditions to help promote a positive environment.

We understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Whitley Memorial CE Aided Primary School makes sure that pupils have the appropriate medication, equipment and food with them during physical activity and that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

We are aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this. We are committed to identifying and reducing triggers both at school and on out of school visits.

School staff are provided with training and written information on medical conditions which includes avoiding or at least reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a plan to reduce potential triggers and is actively working towards reducing and trying to eliminate these health and safety risks.

The IHCP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

Whitley Memorial CE Aided Primary School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school community knows their roles and responsibilities in maintaining and carrying out an effective Medical Conditions Policy.

The Medical Conditions Policy is regularly reviewed, evaluated and updated.

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<b>Completed by: (Name and position)</b>	Paula Townsend SENCo, Acting Deputy Head
<b>Date completed:</b>	September 2020
<b>Review date:</b>	Summer 2022

## APPENDIX 1

**The following information should be read in conjunction with the individual pupil's IHCP**

**Managing diabetes in school is important to make sure a child with diabetes has the same education and experience at school. It's just as important to manage their diabetes at school as well as it is managed at home.**

### **Testing a child's blood sugar**

Children with diabetes will need to check their blood sugar levels regularly throughout the day. Blood sugar tests tell you, and the child, exactly what their blood sugar levels are and what treatment they need to keep them in range of their target levels.

Blood sugar tests will usually need to be done before meals, if they're feeling unwell, before, after and during PE and any time you or they think they might be going too low or high.

The child's PDSN will give you advice on when to test a child's blood sugars and also how to do it properly and safely.

### **Insulin in school**

Diabetes is treated with insulin, this might be done through injections or an insulin pump.

### **Injecting insulin at school**

Children who inject insulin to treat their diabetes will use an insulin pen. There are two types of insulin pen:



- disposable which comes pre-filled and is thrown away when empty
- reusable which have a replaceable cartridge of insulin.  
Using cold insulin can make the injection more painful, so the insulin a child is currently using should be stored at room temperature. Spare insulin should be stored in the fridge, although extreme temperatures stop insulin from working so it should never be put in a freezer or near a heat source.

When you take space insulin out of the fridge, it can last for a month before you should dispose of it.

The amount of insulin a child needs to keep at school will depend on how much insulin they are prescribed.

Some children might want a private area where they can take their injections if this is the case this should be allowed and should never be a toilet. Others children might be happy to inject in public which should also be allowed. Children might need help with injecting, especially if they're younger or newly diagnosed.

### **Insulin pumps at school**

Insulin pumps are small devices that give someone a small, varying amount of insulin all the time. This is pre-set to meet the needs of each child individually and is done by their PDSN. This dose of insulin is called background insulin.

As well as the background dose of insulin that is continuously delivered by the pump, children who use an insulin pump will need to give extra insulin through the pump when they eat or if their blood sugar levels are high. This is done by pressing a combination of buttons which some children might need help with.

Their PDSN will train school staff on how to give insulin through the pump and how to look after the pump at school.

### **Hypos and Hypers**

People with diabetes can cause high and low blood sugar levels which are known as hypos and hypers.

It's important to remember that both hypos and hypers can affect a child's behaviour. If a child is behaving out of character, it's always worth checking their blood sugar levels.

#### **Hypos**

Hypos are when a child's blood sugar levels go really too low, it's really important that you treat a hypo as quickly as possible.

Hypos are usually treated with something sugary to eat and drink. These amounts will be different depending on how serious the hypo is and how old the child is too. During your training with their PDSN, the diabetes nurse will go through how to treat a hypo and what causes them.

Some children know when they're having a hypo and can treat it themselves, but some children won't be able to and will need your help.

All school staff should know the signs of a hypo in each individual child and what to do if they're having one.

#### **Hypers**

Hyperglycaemia happens when a child's blood sugar goes too high.

This might be because they've missed an insulin dose, not taken enough insulin, of stress, sugary or starchy food and sometimes there isn't an obvious cause.

Symptoms of a hyper can be the child being really thirsty, needing the toilet a lot, feeling sick, blurred vision and having a tummy ache. If any of these symptoms happen, test their blood sugar and treat the hyper with insulin.

The child's PDSN will tell you how to treat a hyper and when it should also be written on their IHCP.

### **Eating at school**

There is no special diet for children with diabetes, they should follow the same healthy balanced diet recommended for every child.

Children with diabetes can enjoy foods such as sweets and chocolate just like other children in moderation, so they shouldn't be excluded from class treats unless advised by their parent or PDSN.

All children will match their insulin exactly to the amount of carbohydrate in the food they're about to eat. This is called 'carbohydrate (or carb) counting'.

Children might need help with carb counting, especially if they're younger or newly diagnosed. Their parents and PDSN will discuss the support they need, explain exactly how it works, and give you all the information you need to carb count. Please note a book entitled "Carbs and Cals" is kept in the Key Stage cupboard where the child is within the school so that it is easily accessible.

### **Physical activity**

The majority of children with diabetes should be able to enjoy all kinds of physical activity, and diabetes shouldn't stop them from taking part or being selected to represent school and other teams.

Children will need to plan for physical activity because all forms of exercise (such as swimming, football, running and athletics) use up glucose. This can mean that their blood sugar levels fall too low and they'll have a hypo.

On the other hand, if their blood glucose is high before getting active, physical activity may make it rise even higher.

The way a child prepares for an activity will vary depending on:

- when they last injected their insulin
- the type of physical activity they'll be doing
- how long they're being active for
- when they last ate
- their blood glucose level.

Because of this, they might need to have an extra snack before, during and after physical activity, alter their insulin dose and check their blood glucose more regularly.

If a child uses an insulin pump, they'll need to be disconnected if the child is taking part in contact sports or water sports.

Generally, pumps should not be disconnected for more than one hour because they use rapid acting insulin and while they are disconnected no more insulin will be getting into the body. This means that the blood glucose will start to rise.

To make sure that blood glucose levels stay as stable as possible, the pump must be reconnected as soon as the activity is over and the child's blood glucose level should be checked. They might need some extra insulin as well.

School staff should talk to the child's parent or PDSN who will advise on how they should prepare and look after diabetes while doing physical activity.

Further information can be found at: [www.diabetes.org.uk/schools](http://www.diabetes.org.uk/schools).