

Introduction

Stowe School is an inclusive community that aims to support pupils with medical conditions, ensuring they participate fully in all aspects of school life.

Stowe Staff understand that pupils with medical conditions may be embarrassed about their condition and may suffer bullying because of it. Procedures are in place to prevent this

Staff will work in partnership with other stakeholders, such as medical professionals, parents, pupils, etc. to ensure this policy is planned, implemented and maintained successfully

It is the purpose of this policy to detail the roles and responsibilities of those involved with the care of students with medical conditions.

This policy should be read in conjunction with the following Stowe School Policies:

- Medications Policy
- Information Sharing
- First Aid Policy

Roles and Responsibilities

The Pupil

- To inform the School of any medical condition that may affect their health while at Stowe
- To participate in, and contribute to, meetings with medical and House staff as appropriate
- To consent to the sharing of information
- To inform the School and Medical Centre of any changes to their care
- To adhere to the agreed care plan

The Parents

- To inform the School of any medical condition that may affect their child's health (physical, mental or emotional health) while at Stowe
- To ensure the School Medical Officer is made aware of any reviews by a doctor away from school
- To ensure the School Medical Officer is aware of any new medication which needs to be used in school
- To participate in, and contribute to, meetings with medical and House staff as appropriate
- To consent to the sharing of information
- To adhere to the agreed care plan
- Ensure student returns from holidays with the correctly labelled and in date medications

The House Staff (Matron and Houseparents)

- To participate in, and contribute to, meetings with medical and House staff as appropriate
- To share appropriate information with School staff
- To ensure that the care plan is disseminated amongst appropriate teaching staff
- To adhere to the agreed care plan

School Staff

- To attend training sessions provided
- To have an awareness of those students they teach who have medical needs
- To access and have a working knowledge of the care plans of students in their care, this includes on school trips

The House Nurse

- To ensure that all students in their assigned Houses with medical needs have an individual care plan
- To devise a care plan tailored to the specific needs of the student and the demands of the condition
- To ensure that the student is fully involved with the development of a care plan
- To provide opportunity for the parents and House Staff to contribute to the plan as appropriate
- To liaise with other health care professionals involved in the care of the student as appropriate
- To request assistance from the MO and SNM as appropriate
- To upload care plan onto Care Plan Communications
- To set realistic targets (as appropriate)
- To provide help and support for House and School staff caring for the student
- To ensure that a review date has been set
- To gain consent for the dissemination of information

The Senior Nurse Manager

- To ensure that all students with medical needs have an individual evidence-based care plans
- To support HNs, as needed, to complete care plans
- To provide templates and proformas for the most common conditions
- To deliver training to House and school staff to ensure that they have adequate knowledge and skills to care for students with medical conditions
- To gain consent for the sharing of information

- ### The Medical Officer

- To maintain overall responsibility (in conjunction with the students' Specialist and/or Consultant) for the medical care of the students
- To offer training for the nursing, school and House staff as appropriate
- To participate in, and contribute to, meetings with medical and House staff as appropriate
To gain consent for the dissemination of information

Chronic Conditions and Care

Asthma

Guidance

Asthma is a common respiratory condition that causes occasional breathing difficulties. It is caused by inflammation, swelling and narrowing of the airways, this can happen randomly or after exposure to a

trigger. The main symptoms of asthma are a wheeze, breathlessness, a tight chest and coughing. These symptoms can sometimes worsen, this is known as an asthma attack. The signs of an asthma attack include:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet
- Shortness of breath at rest, feeling tight in the chest
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
 - Being unable to complete sentences
- Appearing exhausted
- A blue / white tinge around the lips
- Going blue

Common asthma triggers include exercise, infections like a cold or flu, smoke, pollution, cold air and allergens such as dust, animal fur and pollen.

Asthma is usually treated by using an inhaler, although other medications are sometimes prescribed. The main types of inhalers are reliever inhalers and preventor inhalers. Relievers are used when needed to quickly relieve asthma symptoms for a short time. This inhaler is usually a salbutamol inhaler and is blue in colour. Preventer inhalers are used every day to prevent asthma symptoms occurring.

Asthma medication

Pupils must have their reliever inhaler with them at all times. This inhaler must be in date and have sufficient dosage available. Pupils are advised to have a spare reliever to ensure they are never without if one has run out.

Any oral medication is either kept with Matron in a locked cupboard as per Stowe's Medication Policy for the lower school, or if the pupil has been assessed as competent by a member of the team and completed a self-medication form the pupil can administer their own medication. Sixth form students are deemed as competent without this assessment form being completed.

Boarding pupils can request a repeat prescription of their medication via their Matron or directly to the Stowe Health Centre once they are registered with Brackley Medical Centre. Sixth form students will be encouraged to order their own repeat prescriptions and will be supported to do so.

Staff must ensure that any asthmatic pupils leaving Stowe for matches or trips must have their reliever inhaler. If it is a residential trip the pupil must also take their preventer inhaler plus any other prescribed medication.

School Staff who have attended their Administration of Medicines training should also take an Emergency Salbutamol Asthma Pack in case a pupil's inhaler becomes lost or runs out whilst on the trip.

Record Keeping

When a pupil starts at Stowe School an asthma diagnosis is usually identified on the Health History Form which is completed by a parent or guardian prior to arrival. Detailed information is given on this form with the correct names and instructions for all medication and inhalers.

Parental consent is required for school staff to administer Salbutamol in the event of an emergency, this is on the Health History Form for all new pupils.

An asthma action plan will be devised by the House nurse and then uploaded onto Care Plan Communications for staff access as necessary.

Exercise and Activity

It is important that pupils are aware that exercise is important for good lung health and will help to improve asthma control. Pupils are encouraged to manage their asthma to enable them to be involved in all school activities.

Pupils must have their reliever inhaler with them at all times whilst exercising. Staff should all know of any asthmatic pupils they teach to ensure they can check pupils have their inhalers with them.

Any member of staff can ask for asthma training either through their House Nurse or via the Health Centre. Online education via Educare is also available for staff to complete.

School environment

Stowe School does all it can to ensure the school safeguards pupils with asthma. There is a Smoking Policy which ensures all school buildings are smoke free. Risk Assessments are performed and followed for any potential asthma triggers.

Asthma Attacks

Staff should know what to do in the event of an asthma attack. This is also identified on the pupil's asthma action plan, which can be found on Care Plan Communications.

ROLES AND RESPONSIBILITIES

Employers

Employers have a responsibility to:

- Ensure the health and safety of their employees and anyone else taking part in school activities. This responsibility extends to those staff leading activities off site, therefore, employers need to ensure an appropriate asthma policy is in place and trips are adequately risk assessed.
- Make sure the asthma policy is effectively monitored and regularly reviewed and updated.
- Provide indemnity for teachers who volunteer to administer medicines to pupils with asthma.

School Staff

School staff have a responsibility to:

- Understand the Stowe School Asthma Policy.
- Attend a First Aid Training Course.
- Complete the Asthma Educare online training if they come into regular contact with asthmatic pupils.
- Know which pupils they come into contact with who have asthma.
- Know what to do in the event of an asthma attack.
- Ensure all asthmatic pupils have their reliever inhaler with them at all times.
- Allow and support pupils with asthma to have immediate access to their reliever inhaler. If a pupil experiences any asthma symptoms, allow them time to stop what they are doing, take their reliever inhaler and only return to their activity if symptoms are relieved and the pupil feels well enough to continue.

- Inform the Health Centre immediately if a pupil has an asthma attack and follow the advice given to them at the time of calling. A pupil should never be sent alone to the Health Centre whilst they are having an asthma attack or showing the symptoms of asthma. In an emergency it may not be safe to move the pupil.
- Be aware of the potential social problems that pupils with asthma may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems.
- Liaise with House if a pupil is falling behind on work due to asthma symptoms.

Medical Professionals

The team at the Health Centre have the following responsibilities:

- The House nurse and medical officer will see all new boarding pupils with asthma as soon as possible when they start at Stowe. The medical officer will conduct regular medication reviews.
- The House nurse will develop, review and update individual asthma action plans. This will be shared with the pupil, parents and House staff. It will be uploaded onto Care Plan Communications for School staff to access. The asthma action plan will identify the child's medical condition, identify symptoms and triggers, list the medication needs and support needed in an emergency. The House nurse will ensure pupils with asthma know when they need to seek medical help with managing their asthma and understand what the different inhalers are used for.
- The Health Centre team will provide medical assistance if a pupil has an asthma attack or is suffering from asthma symptoms.
- The Health Centre team will maintain a register of pupils with asthma and place an alert on the iSams record of each individual listed.
- The Health Centre team will store emergency asthma salbutamol packs to be used in the event of an asthma attack if a child, who is diagnosed with asthma, does not have access to their own inhaler.
- The senior nursing team will devise and update the school Asthma Policy. This process is overseen by the Medical Officer and will be in line with local and national guidance.

Pupils

All pupils have a responsibility to:

- Treat other pupils with and without asthma equally.
- Treat all medication with respect, and ensure it is used in the way it is intended.
- Ensure a member of staff and the Health Centre are contacted if someone having an asthma attack.

Pupils with asthma have a responsibility to:

- Attend asthma reviews at the Health Centre as requested.
- Know how and when to use their asthma medication.
- Carry a reliever inhaler (usually blue salbutamol) on them at all times to treat the symptoms of asthma and for use in the event of an asthma attack. This inhaler should be in date and have sufficient dosage in it. It is advisable to have a spare inhaler.
- Request repeat prescriptions of asthma medication when needed. This can be via matron or directly from the health centre.
- Recognise the symptoms of an asthma attack and know how to get help from a member of staff.
- Request an urgent appointment at the Health Centre if they have used their reliever inhaler more than 3 times in a week, have asthma symptoms or are waking at night due to asthma symptoms.

Parents

Parents with an asthmatic child have a responsibility to:

- Complete the health history form before the pupil starts at Stowe school and give consent for the administration of Salbutamol in an emergency by school staff.
- Inform the school if an asthma diagnosis has been made and what medication is taken.
- Inform the Health Centre of any changes to the pupil's treatment plan or any problems with asthma when the pupil is not at school.
- Update the school after any Consultant or Hospital visits.
- Give consent for the pupil to have an annual influenza vaccination.
- Ensure the pupil is prepared for hay fever season, if hay fever is an asthma trigger, with the appropriate over the counter medications at school.
- Ensure the pupil has their prescribed medication and it is in date when they return to school after holidays and breaks from school.

Sources of Reference:

- <https://www.asthma.org.uk/>
- <https://nhs.co.uk/conditions/asthma>
- <https://www.england.nhs.uk/childhood-asthma/>
- <http://www.medicalconditionsatschool.org.uk/>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Diabetes

Guidance

Type 1 diabetes is a serious, lifelong condition where blood glucose is too high as the body can not make the hormone insulin. Therefore, insulin treatment must be given by injection several times a day or via a continuous insulin pump.

People with type 1 diabetes will need to regularly check their blood glucose levels to ensure their levels are within their targeted range.

Hypoglycaemia occurs when the blood glucose is too low (under 4mmol/l).

Hyperglycaemia occurs when the blood glucose is too high (typically greater than 11.0mmol/l after eating)

Diabetes medication

Storage

- Stowe School has a comprehensive Medications Policy which covers all aspects of medicine storage, administration and monitoring and should be read in conjunction with this policy.
- It may be necessary for insulin to be stored in a fridge. Therefore, the school will ensure that pupils and staff who have diabetes have access to a controlled medical fridge specifically and regular fridge temperature checks are made.
- Pupils are advised to carry their insulin with them at all times, within appropriate storage devices.

Administration

- Oral medication is either kept with Matron in a locked cupboard as per Stowe's Medications Policy for the lower school, or if the pupil has been assessed as competent by a member of the health centre team, the pupil can administer their own medication. 6th formers are deemed as competent without this assessment form being completed

- Diabetic pupils will administer their own insulin. Any pupil who requires support with this will attend the Health Centre. The school will ensure there is a safe place for the pupil to deliver their insulin.
- If the pupil uses an insulin pump a supply of short acting insulin will be kept at the Health Centre and in the Boarding House (if boarding) for emergency use.
- Any medication is only to be given to the person named on the prescription.

Off Site

- Diabetes should not prevent a pupil from going on school trips or overnight residential trips. Careful planning is essential, the Trip Leader should liaise with the health centre staff prior to any trip.
- Staff must ensure that they have completed a Risk Assessment before any student is taken off site.
- Each diabetic pupil should only leave the school site once the trip leader has accessed and retained a copy of their individual care plan and has checked that all control measures are in place.

Supplies

- Pupils are advised to ensure they have adequate supplies of their medication and all monitoring supplies. For boarding pupils, repeat prescriptions can be requested via their Matron, once the pupil is registered with Brackley Medical Centre. Sixth form students will be supported to order their own repeat prescriptions through Brackley Medical Centre. It is the pupil's responsibility to ensure their insulin is in date.

Sharps

- Diabetic medication and monitoring necessitate the need for the use of sharps. All sharps should be disposed of following the schools *Clinical Waste Risk Assessment*.

Record keeping and care planning

When a pupil starts at Stowe School a diagnosis of diabetes is usually identified on the Health History Form which is completed by a parent or guardian prior to starting school at Stowe.

The medical officer or nurse manager will contact the pupil's parents and Specialist diabetes team when they have been informed of a new pupil with diabetes (usually before admission) so that liaison and meetings can take place as soon as possible.

Care Plan

A care plan is devised by the House nurse in partnership with the pupil, parents and specialist diabetes team if their input is required. It will be sent to the parents for approval, then uploaded onto Care Plan Communications for staff access as necessary. A hard copy is also kept in the Medical Centre.

The individual health care plan should address the pupil's specific needs and provide clear instructions for ongoing and emergency care. It should be regularly reviewed and updated.

Exercise and activity

- Pupils are encouraged to manage their diabetes to enable them to be involved in all school activities. It is important that pupils with diabetes participate in physical activity for their long-term health.
- Pupils must have access to medication and hypo packs during times of activity. It is the responsibility of the activity leader to ensure that this is in place. The Health Centre and House can support with supplies if necessary.

- It is important that blood glucose testing is performed before, during and after sport, activity or PE. Activity may affect blood glucose levels, depending on intensity, duration and how close to the activity an insulin dose is.
- Prevention of low blood glucose during and after sport is important, therefore pupils with diabetes should be allowed to eat a carbohydrate snack at any time of the day, they also may need a sports drink.
- Staff should all know of any diabetic pupils they teach and should ensure that they have a knowledge of their care plans. If a diabetic pupil uses an insulin pump, they may be required to disconnect their pump for sporting activities, this will be documented in the individual's care plan.
- Any member of staff can ask for diabetes training via the Health Centre. There is online training available via Educare which all staff can access at a time convenient to them.

Roles and responsibilities

Stowe School works in partnership with all relevant and interested parties including School Governors, all Staff, Parents, Pupils and the Health Centre Staff to ensure the policy is planned, implemented and successfully maintained.

The School

Employers have a responsibility to:

- Ensure the health and safety of their employees and anyone else taking part in school activities. This responsibility extends to those staff leading activities off site. Therefore, employers need to ensure an appropriate diabetes policy is in place and trips are adequately risk assessed.
- Develop, implement and monitor a Diabetes policy.
- Provide indemnity for teachers who volunteer to administer medicines to pupils with diabetes who need help.
- Offer training and support to staff via the School's Health Centre.

School Staff

School staff have a responsibility to:

- Understand the Stowe School Diabetes Policy.
- To attend a First Aid Training Course.
- To attend Diabetes Information Training provided by the Health Centre or online education via Educare.
- Know which pupils have Diabetes. This information can be found on health needs posters around the school and on iSams.
- Ensure diabetic pupils have their diabetic monitoring and medication/treatment with them.
- Allow pupils with diabetes immediate access to their required diabetes monitoring equipment, medication or treatment.
- Understand diabetic pupils may need access to their personal mobile device if it has access to blood glucose monitoring and specific apps to aid diabetes management.
- Know what to do should a diabetic student become unwell with hypoglycaemia (low blood glucose).
- Inform the Health Centre immediately if a pupil is unwell and follow the advice given. All staff must recognise that if a pupil's blood glucose is below 4mmols the pupil will need to eat/drink immediately, they must not be left alone and it may not be safe to send them to the Health Centre until their blood sugar is above 4mmol.
- Allow a diabetic pupil to attend the health centre if their blood sugar is over 14mmols.

- Allow pupils who have been had time away from lessons due to diabetic symptoms or hospital clinic reviews time to catch up on missed work.
- Advise a pupil to seek advice from the Health Centre if symptoms cause tiredness or interfere with their work. Liaise with House if a pupil is falling behind on work.
- Inform the Health Centre if they have concerns that the pupil is struggling to manage their diabetes so that support strategies can be implemented
- Be aware of the potential social problems that pupils with diabetes may experience and use this knowledge, alongside the Stowe's bullying policy, to help prevent and deal with any problems.

Medical Professionals

The Health Centre team have the following responsibilities:

- The House nurse and medical officer will see all new pupils with diabetes as soon as possible when they start at Stowe School following a handover from their previous school where possible
- The House nurse will develop, review and update individual diabetes care plans and share with the pupil, parents and House. This will be with school staff via the Care Plan Communication system.
- Liaise regularly with specialist team and consultant
- Advise parents/guardians at the earliest opportunity if a student attends with a hypoglycaemic or hyperglycaemic episode and update within the 3 hour stabilisation window
- The House nurse and nursing team will ensure pupils with diabetes know when they need to seek medical help with managing their condition.
- The medical officer will conduct regular medication reviews.
- Senior nurses will devise and update the school Diabetes Policy. This is overseen by the Medical Officer and is in line with local and national guidance.
- Offer support and training to staff as required and liaise with the specialist diabetes team for expert training if required.
- Assist diabetic pupils if they are feeling unwell or worried, or if their blood sugar is out of the target range set on their care plan. The duty nurse will follow the care plan and update House and the pupils' parents as necessary.

Pupils

All pupils have a responsibility to:

- Treat other pupils with and without diabetes equally.
- Treat all medication with respect.
- Ensure a member of staff or the Health Centre is contacted if someone with diabetes becomes unwell.

Pupils with diabetes have a responsibility to:

- Be as independent as possible with blood glucose checking and insulin administration as agreed with the diabetes team and ask for help when needed.
- Aim to keep blood sugars within the target set by their diabetes team and ask for help when needed.
- Attend the health centre if their blood sugar is over 14mmols.
- Alert a member of staff immediately if their blood sugar is lower than 4mmols and treat as described in their care plan.

Parents

Parents have a responsibility to:

- Inform the school if a diabetes diagnosis has been made and what medication is taken as soon as possible and with adequate information.
- Inform the Medical Centre of any changes to treatment plan or any problems with diabetes when the pupil is not at school.
- Update the school after any Consultant/Hospital visits.
- Work in collaboration with the school and health centre
- Collect their child or make arrangements with guardians, if blood sugar levels cannot be stabilised to within their normal range within three hours following a hypoglycaemic or hyperglycaemic episode
- Give consent for the pupil to have an annual influenza vaccination as recommended by Public Health England.
- Ensure the pupil has adequate supplies of medication and it is in date when they return to school after holidays and breaks.

Sources of Reference:

- <https://www.diabetes.org.uk/guide-to-diabetes/your-child-and-diabetes/schools>
- <http://www.medicalconditionsatschool.org.uk/>

Seizures

Guidance

Stowe School is an inclusive community that aims to support pupils who may have seizures, ensuring they participate fully in all aspects of School life.

A seizure is a common neurological condition caused by a sudden burst of intense electrical activity in the brain, which can temporarily disrupt the way messages are sent between brain cells. This can cause changes in a person's awareness, behaviour, emotions, sensations and/or motor functions.

Not all seizures are due to Epilepsy. 1 in 20 people will have a non-epileptic seizure at some time.

Stowe Staff understand that pupils that have seizures may be embarrassed if they have one in school, they may suffer bullying because of it. Procedures are in place to prevent this

Procedure

- If a pupil is found to be having a seizure it is important **NOT** to restrain them in any way, simply ensure they are safe by clearing the surrounding area to avoid further injury.
- Note the time the seizure starts and any triggers.
- Contact the medical centre for guidance/assistance.
- Once the seizure has finished place the person in the recovery position.
- If the pupil is known to have seizures then an ambulance is only required if the seizure lasts 2 minutes longer than their regular seizure (if unknown then call an ambulance if the seizure lasts more than 5 minutes).
- Provide advice and support to any pupils/staff that witnessed the seizure.

Medication

- Any pupils taking prescribed medication for Epilepsy will have oral medication which is either kept with Matron in a locked cupboard as per Stowe's Medications Policy or self-administered.
- If the pupil has been assessed as competent to self-administer medication by a member of the medical team, the pupil can administer their own medication. Sixthth formers are deemed as competent without this assessment form being completed
- Medication must only be given to person it is prescribed for.

Record Keeping

- When a pupil starts at Stowe School a tendency to have seizures is usually identified on the Health History Form which is completed by a parent/guardian prior to arrival. We ask Parents to ensure that detailed information is given on this form with correct names and instructions for all medication.
- If a new diagnosis is made during school holidays it is important that parents contact the school doctor with all the relevant information at that time.
- All pupils that have seizures will have a Doctor and House Nurse appointment within the first half term. They are followed up regularly by their House Nurse.
- A care plan is devised and sent to parents for approval. The pupil has to consent to sharing this information with school. It is then uploaded onto Care Plan Communications for School staff to access as necessary.
- A hard copy is also kept in the Medical Centre

Exercise and Activities

- Exercise and physical activity is good for every pupil including those who have epilepsy
- Pupils are encouraged to be involved in all school activities.
- Ensure staff leading swimming lessons are aware if a pupil has a history of seizures.

Roles and Responsibilities

Stowe School works in partnership with all relevant and interested parties including School Governors, all Staff, Parents, pupils, pupils GP and specialist Doctor/consultant and the Medical Centre Staff to ensure the policy is planned, implemented and successfully maintained.

The School

Employers have a responsibility to:

- ensure the health and safety of their employees and anyone else taking part in school activities. This responsibility extends to those staff leading activities off site e.g. field trips, outings, etc. Therefore employers need to ensure an appropriate seizures policy is in place and trips are adequately risk assessed
- develop, implement and monitor a seizure policy
- provide indemnity for teachers who volunteer to administer medicines to pupils who suffer with seizures who need help
- Offer training and support via the School's Medical Centre

School Staff

All School staff have a responsibility to:

- Understand Stowe School Seizure Policy
- To attend a First Aid Training Course.

- Know which pupils they come into contact with who could have a seizure
- Know what to do in the event of a seizure
- Inform MC immediately if a pupil has a seizure
- Allow pupils who have been unwell time to catch up on missed work
- Advise a pupil to seek advice from MC if tiredness is due to nocturnal seizures
- Be aware that pupils who suffer from seizures may have difficulty concentrating, work slower than others, and become tired more frequently.
- Look out and report any episodes of bullying.

Medical Professionals

The Medical Professionals have a responsibility to:

- Monitor, treat and educate
- Develop/update/review individual seizure/epilepsy care plans and share with parents, pupil and school staff via the Apollo system
- To devise/update as necessary the school Seizure Policy (Senior Nurses). This process is overseen by the Medical Officer and is in line with local and national guidance.
- Offer training to staff as required, to ensure all educational needs are met.
- Provide medical assistance
- Ensure pupils with seizures know when they need to seek medical help with managing their condition
- To conduct regular medication reviews (Medical Officer).
- To see all new pupils who suffer with seizures within the first half term of school (Medical Officer and House Nurse)

Pupils

Pupils have a responsibility to:

- Treat other pupils with Epilepsy with respect
- Treat all medication with respect
- Know how and when to take their medication
- Ensure a member of staff and MC contacted if someone having a seizure

Parents

Parents have a responsibility to:

- Inform the school if an epilepsy diagnosis has been made and what medication is taken
- Inform the MC of any changes to treatment plan or any problems with epilepsy when pupil not at school
- Update the School after any Consultant/Hospital visits
- Ensure pupil has medication and it is in date when they return to school after holidays/breaks

Sources of reference

www.epilepsysociety.org.uk

www.epilepsy.org.uk/education

Medical Conditions at School : A policy resource pack