



Medical Conditions (Senior School) Policy

Ref: **LP-PS-022**

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Document Owner: **Angela Brown (Deputy Head - Pastoral)**

Description: This policy outlines the Senior School's approach to managing pupils' medical conditions

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 POLICY STATEMENT AND PRINCIPLES

- 1.1 Lingfield College (the School) is an inclusive community that aims to support and welcome pupils with medical conditions. This School understands its responsibility to make its environment welcoming, inclusive and supportive to all pupils with medical conditions and provide them with the same opportunities as their peers.
- 1.2 We will help to ensure that all pupils can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
- 1.3 The School ensures that all staff understand their duty of care to children and young people in the event of an emergency
- 1.4 Staff recognise the need to provide adequate, timely and appropriate first aid care to pupils in the event of an emergency
- 1.5 The School aims to encourage children to be independent, self-confident and responsible when dealing with their medical condition
- 1.6 Staff receive regular training and are updated on the impact that medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans
- 1.7 Lingfield College aims to ensure that staff feel as confident as possible in knowing what to do in an emergency



- 1.8 This School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood
- 1.9 This School understands the importance of medication being taken as prescribed
- 1.10 All staff understand the common medical conditions that affect children at Lingfield College
- 1.11 This policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. It is available on the School website for parents to access, and is being used as part of staff training
- 1.12 The policy is revised annually by the Deputy Head (Pastoral) and the SEND Co-ordinator, who act as Lingfield College's Safeguarding DSL and Deputy DSL. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) *Supporting Pupils at School with Medical Conditions* and the recommended templates 'Templates supporting Pupils with Medical Conditions'
- 1.13 The School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

2.0 THE ENVIRONMENT, SOCIAL INTERACTIONS AND PHYSICAL ACTIVITY

The School is committed to support pupils with medical conditions through:

- Providing a physical environment that is accessible to all
- Ensuring their needs are considered to enable all to be as fully involved as possible in social activities during breaks, before school and after school
- Ensuring full access is available to extended school activities such as School social events, breakfast club, school productions, after-school clubs and residential visits
- Understanding the importance of all pupils taking part in sports, games and activities and making appropriate adjustments to facilitate this where possible
- Ensuring that pupils are not forced to take part in an activity if they feel unwell and staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities
- Being aware of potential triggers for pupils' medical conditions when exercising and how to minimize these triggers

3.0 EDUCATION AND LEARNING

- 3.1 To ensure that pupils with medical conditions can participate fully in all aspects of the curriculum, the School ensures that:
 - Appropriate adjustments and extra support are provided
 - Teachers understand that if a pupil misses time at School, they have limited concentration or they are frequently tired, this may be due to their medical condition
 - Teachers are aware of the potential for pupils with medical conditions to need learning support. Those pupils finding it difficult to keep up with their studies may be referred to the SENDCO, who consults the pupil and, parents to ensure the effect of the pupil's condition on their schoolwork is properly considered



4.0 RESIDENTIAL VISITS

- 4.1 Risk assessments are carried out by the School prior to any off site visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency
- 4.2 The School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This School considers additional medication and facilities that are normally available at a school

5.0 COMMON TRIGGERS AND PREVENTION

All staff are committed to reducing the likelihood of medical emergencies. This is carried out by identifying and reducing triggers both at School and on off-site visits by:

- Keeping a list of the common triggers for the general medical conditions available to all staff
- Keeping a list of names of pupils affected in prominent places such as the Staff Room, School Office, Catering office and Sports Office, and making the relevant information available to all staff organizing the trip in a booklet form during the off-site visit
- Reviewing medical emergencies and incidents to see if they could have been avoided

6.0 ROLES AND RESPONSIBILITIES

6.1 Parents and guardians should

- Make sure that all of their child's medical conditions are detailed on their application form and updated if there are any changes, including trip consent forms (links to the relevant forms are available in the Appendices of this policy and on the School website)
- Give details of the symptoms, practicalities, warning signs and wider implications of their child's condition as well as advice on what action they expect the School to take
- Inform the School in writing of daily medical needs and provide detailed information for day trips/residential visits
- Notify the School of any changes to their child's condition
- Provide up-to-date, labelled medication and complete a Parental Consent form to give permission for the School to administer the medicines if required, and remove any out of date medication

6.2 Pupils should

- Ensure they inform responsible adults on how their condition affects them
- Seek help from a member of staff or the School Office when they need it
- Be proactive in managing their own condition – eg. if they suffer from exercise-induced asthma, they should ensure that they use their inhaler before sports sessions; likewise, if they use an adrenaline injector (EpiPen) they should ensure that they have it on them at all times and store it in a container that is easy to identify

6.3 The Senior Management Team should

- Take all reasonable steps to ensure that the School is inclusive



- Provide indemnity to staff who volunteer to administer medication (Headmaster)
- Ensure that health and safety measures exist for staff and pupils on the advice of the Health & Safety Officer
- Check that Risk Assessments for events and trips are inclusive of pupils with medical conditions on the advice of the Health & Safety Officer
- Arrange for training or support for pupils and staff who may be concerned about a particular condition such as childhood cancers, epilepsy or allergies
- Ensure that medical-related policies (First Aid, Medical Conditions, Mental Health) are kept up to date and that they are in keeping with local and national guidance and frameworks
- Liaise between interested parties, ensuring that the policy is implemented and that training is arranged for staff on common medical conditions

6.4 Office Staff should

- Provide information about additional training available to staff
- Give immediate help to casualties in School
- Ensure that an ambulance or other professional help is called when necessary and in a timely manner
- Contact parents about any medical concerns
- Update medical records regularly
- Update the medical conditions booklet for staff on a termly basis
- Check that all medication is correctly stored and labelled and is only accessible to those for whom it is prescribed
- Check all medication that is stored at School each term: any expired medication is to be returned to the pupil's parents and the details documented
- Check that all medication brought into the School Office is named, in its original packaging, has been prescribed by a doctor nurse or pharmacist, and indicates the dosage and instructions for administration.
- Maintain the medical noticeboard in the staff room giving details of specific students with serious medical conditions.

6.5 The SENDCo should

- Ensure that teachers make arrangements in lessons or activities if a pupil needs special adjustments to be made
- Be able to identify which pupils have SEND issues due to a medical condition
- With the Head of Year and Deputy Head (Pastoral), ensure that pupils with medical conditions are not excluded unnecessarily from activities

6.6 Teachers and other School Staff should

- Be aware of triggers and symptoms of conditions and how to act in an emergency
- Know which pupils have a medical condition by checking the medical noticeboard in the Staff Room and checking on iSAMS
- Allow pupils immediate access to emergency medication
- Communicate with parents if their child is unwell, or ask the School Office to do so



- Ensure that pupils have their medication (including inhalers or adrenaline injectors where relevant) when out of the classroom
- Be aware if pupils with medical conditions suffer bullying or need extra social support
- Understand common medical conditions and their impact on pupils
- Ensure that all pupils with medical conditions are not excluded unnecessarily from activities
- Check that pupils with medical conditions have adequate medication and sustenance during exercise
- Be aware that medical conditions can have an effect on school work
- Liaise with parents if their child's learning is suffering due to medical condition
- Use opportunities (relevant topics in lessons, Assemblies etc) to raise awareness of particular medical conditions

7.0 Monitoring of Individual Healthcare Plans (IHPs)

7.1 Lingfield College uses Individual Healthcare Plans to record important details about individual children's medical needs at School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Individual Healthcare Plans are sent out to all Lingfield College parents whose children have a long term or life threatening health condition annually in the Summer Term to ensure that all data is available from the start of the following Autumn Term
- The data provided in Individual Healthcare Plans enables Heads of Year and Pastoral Staff to help smooth the transition into a pupil's new year group in September
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete. A copy of the form is available on the School Website under the 'Medical' tab
- Parents are expected to grant written permission if they wish a member of Lingfield College staff to administer medication: they should complete the '*Parental Agreement for the Administering of Medicines Form*' to request this – a copy is available on the School Website
- This School ensures that a relevant member of School staff is also present to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

7.2 Visually, this is represented in the table on the following page: 8

8.0 Record Keeping: School Health Care Register

- 8.1 Parents are asked to fill out an **Individual Healthcare Plan** when they join the school and are expected to notify the School of any subsequent changes in their child's health. For children with serious medical conditions this will be reviewed every year.
- 8.2 Details of each student's medical needs are logged and updated by members of the School Office in the health section of iSAMS for staff to access
- 8.3 Extracts from iSAMS are collated & updated on a termly basis into a booklet detailing particular students' medical conditions. Copies of the booklet are available in the Staff Room, Sports Department, School Office, Deputy Head (Pastoral's) office and the staff running school trips



- 8.4 Certain basic pieces of information about immediate health concerns are recorded on the regular confidential Pastoral Bulletin, which is emailed to all teaching staff
- 8.5 Staff may be emailed updates on a particular child's medical condition and their requirements by the relevant Head of Year, the School Office or the Deputy Head (Pastoral)

9.0 Storage and Access to Individual Healthcare Plans

- 9.1 Individual forms (together with relevant medical documentation on pupils) are stored in the office next to the Medical Room in locked filing cabinets.
- 9.2 Access to pupils' confidential medical records is restricted
- 9.3 As part of the Induction Process, new staff are made aware of specific medical situations, shown how to access particular information; they are expected to check iSAMS for medical conditions and SEND issues before meeting their classes
- 9.4 Staff are expected to maintain their professionalism and ensure that they do not break medical confidentiality; details of this are in the Staff Code of Conduct document which is available on the online Staff Handbook: staff are expected to read the document via the Every system and click to confirm that they have read and agree to it.
- 9.5 Medical details are given to emergency services with permission where relevant

10.0 The Use of Individual Healthcare Plans

- 10.1 Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- 10.2 Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- 10.3 Identify common or important individual triggers for pupils with medical conditions at School that bring on symptoms and can cause emergencies. Lingfield College uses this information to help reduce the impact of common triggers
- 10.4 Ensure that all medication stored at the School is within the expiry date
- 10.5 Ensure this School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- 10.6 Remind parents of pupils with medical conditions to ensure that any medication kept at School for their child is within its expiry dates. This includes spare medication

11.0 ADMINISTRATION OF MEDICATION

- 11.1 The School understands the importance of taking the medication as prescribed.
- 11.2 All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent, but it is recommended that medication is taken in the School Medical Room under the supervision of Mrs. Nolan or Mrs Roe or another member of the Office Staff.
- 11.3 Our Governing Body is responsible for ensuring full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.



- 11.4 Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff, and ideally in the Medical Room
- 11.5 When administering paracetamol pupils will be asked the time of their last dose, and it cannot be given if the last dose was less than 4 hours previously
- 11.6 Records of administration are kept, and parents will be informed via email of the time and dosage of paracetamol
- 11.7 The parental agreement to administer medication is emailed to parents annually and can be changed at any time.
- 11.8 In a case when a child is in pain, and his/her parents have not returned the IHP form and thus consented to the use of paracetamol, the School Office staff will call home to ask for permission to administer it

12.0 STORAGE OF MEDICATION

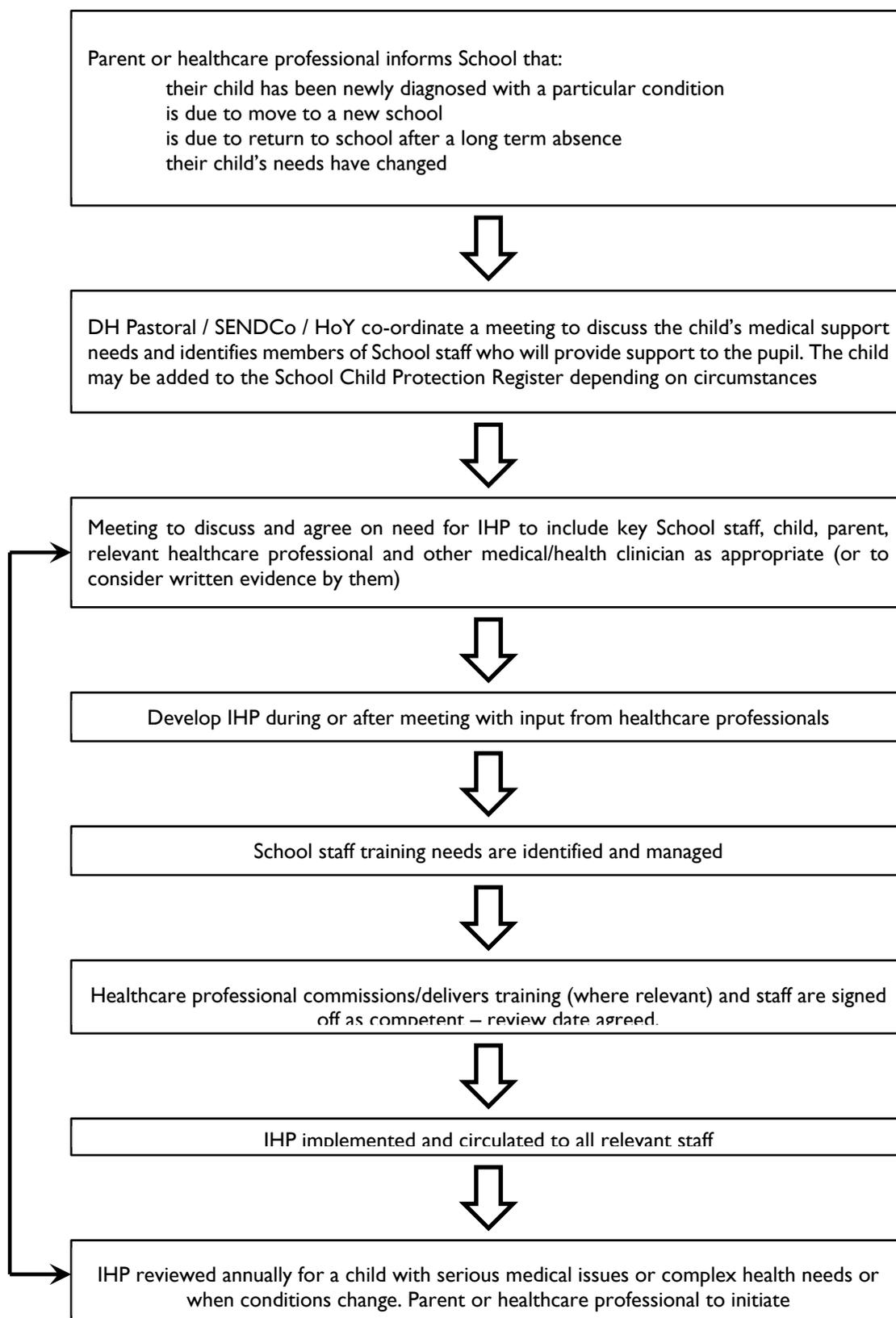
- 12.1 Prescribed medicines should only be taken to School when essential, namely when it would be detrimental to a child's health if the medicine were not administered during the school day. The School will only accept medicines that have been prescribed by a doctor, nurse prescriber or pharmacist prescriber. Medication must be brought into School in the original container as dispensed by a pharmacist, and include instructions for administration and dosage.
- 12.2 Safe Storage – Emergency Medication (EpiPens)
 - Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from the School Office.
 - All pupils carry their own EpiPens at all times and a spare must be kept in the Medical Room
 - There is a spare generic EpiPen kept in the Catering Office in the main dining room and also in the serving area of the 6th form dining room. If a pupil has an allergic reaction and does not have their EpiPen with them this one can be used.
 - Pupils are reminded to carry their emergency medication with them and pupils with EpiPens have been told to take their bags into lunch with them
- 12.3 Safe Storage – Non Emergency Medication
 - All non-emergency medication is kept in a lockable cupboard in the School Medical Room
 - Pupils with medical conditions know where their medication is stored and how to access it
 - Staff ensure that medication is only accessible to those for whom it is prescribed.
- 12.4 Refrigeration

In the event that medication needs to be refrigerated, it must be clearly labelled. Refrigerators are used for the storage of medication where appropriate. This is in a secure area of the Medical Room, inaccessible to unsupervised pupils.
- 12.5 Disposal of Medication & Sharp Objects

All out of date medication and EpiPens are given to the NHS community nurses for disposal on their regular visits to the school.



Monitoring of a Pupil on an Individual Healthcare Plan (IHP)





13.0 RECORD KEEPING

- 13.1 A medication spreadsheet is kept in the school office detailing the medication administered to all students.
- 13.2 A record is kept of pupils on long-term medication, as well as the date their medication was supplied to the School and its expiry date.
- 13.3 A log is made of any emergency medication administered including the time and date and by whom.
- 13.4 In the case of an emergency, an incident report form is completed and submitted to the Health and Safety Officer

14.0 IN AN EMERGENCY

- 14.1 Relevant staff understand what to do in an emergency for the most common serious medical conditions at this School. A number of members of staff are trained in First Aid (see list in the Appendix of this Policy), and their qualifications are updated regularly when required.
- 14.2 In an emergency situation, School staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- 14.3 Lingfield College informs the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- 14.4 Supply staff are given temporary access to iSAMS on entry to the school, and are expected to check on the medical conditions of the students in their care both by checking iSAMS and by checking the details given on the Staff Room noticeboard.
- 14.5 Office staff use iSAMS to inform emergency ambulance staff or hospital professionals and to make them aware of the contents of a pupil's IHP in an emergency
- 14.6 The Information available in Individual Healthcare Plans is also used to support transitional arrangements to another school and is sent through promptly to the new institution where relevant
- 14.7 If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives wherever possible. The staff member concerned should inform a member of the senior management team before leaving
- 14.8 All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and EpiPens are held by the pupil who must take the responsibility to have it to hand at all times
- 14.9 Pupils are encouraged to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits
- 14.10 Pupils are encouraged to keep spare supplies of emergency medication in the Medical Room
- 14.11 For off-site activities, such as visits, sporting fixtures, overseas trips and other School activities outside normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made
- 14.12 Trip organisers are expected to take student's medical, mental and physical health into account when planning trips, and must confirm that they have done soon the trip documentation. They must discuss the individual pupils' cases with the relevant Head of Year and Deputy Head (Pastoral) before the documentation is finally signed off



14.13 It is important for trip organisers to be able to prove incontrovertible that they have made reasonable efforts to understand the physical and mental problems that their charges may suffer from, and that they are aware of ways in which these pupils can be supported. They must also be aware of any potential triggers

15.0 UNACCEPTABLE PRACTICE

Lingfield College staff recognise that the following points constitute poor practice, and details of several of the issues listed below are also in the **Staff Code of Conduct 2020/21** (page 12), together with more guidance on what is expected of a member of staff dealing with a medical problem

- Failure to make themselves fully aware of the medical conditions suffered by some of the students in their care
- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Sending a child to hospital in an ambulance alone

16.0 COMPLAINTS

- 16.1 If parents or pupils wish to complain about the way in which a pupil with medical problems is supported, they should do so by contacting the relevant Head of Year or the Deputy Head (Pastoral).
- 16.2 If the matter is not resolved satisfactorily, parents are advised to check the School's Complaints Policy and contact the Headmaster.

17.0 APPENDICES

- A. Individual Healthcare Plan Form 2019/20
- B. Parental Agreement for Lingfield College Staff to Administer Medicine Form 2019/20
- C. Lingfield College First Aiders 2019/20
- D. Anaphylaxis Policy
- E. Nut Usage Policy
- F. Asthma Policy
- G. Diabetes Policy
- H. Epilepsy Policy



18.0 RELATED POLICIES

- Attendance and Registers
- Complaints
- Disability
- Educational Visits
- Equal Opportunity and Racial Equality
- First Aid
- Mental Health (including Eating Disorders and Self-harm)
- Safeguarding & Child Protection
- SEND Policy (including the Accessibility Plan) (Lingfield College)
- Staff Code of Conduct
- Whistleblowing

Last reviewed August 2020

Next review due August 2021



APPENDIX A

INDIVIDUAL HEALTHCARE PLAN

Child's name				
Form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Clinic/Hospital Contact				
Name				
Phone no.				
G.P.				
Name				
Phone no.				



HEALTH QUESTIONNAIRE

Has your child ever suffered from any of the following conditions? *(tick all that apply)*

- Diabetes
- Chest Pains
- Family History of Heart Disease
- Muscular/Joint problems
- Asthma or other Respiratory Problems
- Migraine/Dizziness
- Recent Surgeries
- Any sustained injuries/illnesses
- Epilepsy
- Difficulty with any form of physical exercise
- Currently taking any medication
- Severe allergic reaction
- Other

If you ticked any of the above, please give details of the condition below:



Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc. Please add extra information on a separate sheet if necessary

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:



Specific support for the pupil's educational, social and emotional needs (*please outline*)

Describe what constitutes an emergency, and the action to take if this occurs

I give consent for Lingfield College staff to administer the following medication in appropriate doses:

Paracetamol

- Prior to administration, a check will always be carried out into the last recorded dose
- Paracetamol cannot be administered if taken within the last **4 hours**.
- Parents will be notified via email that paracetamol has been administered

Parent/Guardian Signature Date



APPENDIX B

PARENTAL AGREEMENT FOR LINGFIELD COLLEGE STAFF TO ADMINISTER MEDICINE

Medication cannot be administered without the completion of this form.

Name of child				
Date of birth				
Form				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Prescribed over the counter	Yes / No <i>please circle</i>			
Expiry date				
Dosage and method				
Timings				
Special precautions/other instructions				
Are there any side effects that the School needs to know about?				
Self-administration	Yes / No <i>please circle</i>			



Medication should be refrigerated	Yes / No <i>please circle</i>
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs Nolan (School Office)

The information detailed above is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School policy.

I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature

Date



APPENDIX C

Senior School Staff First Aid Training

Name	Area of school	Description of Training Received	Date of Training	Expiry Date
Mrs Vicky Jepson	School Office	First Aid at Work St John Ambulance	18.2.19	18.2.22
Mrs Suzanne Lewis	PE Office	First Aid at Work St John Ambulance	15.2.19	15.2.22
Mrs Jenny Nolan	School Office	First Aid at Work St John Ambulance	18.2.19	18.2.22
Mrs Susan Roe	School Office	First Aid at Work St John Ambulance	29.03.17	29.03.20
Mr Roger Appleton	MFL	2 Hour First Aid Intro (BASIC QUALIFICATION)	6.02.17	06.02.20
Mr Tray Best	PE	Emergency First Aid at Work	28.9.18	27.9.21
Mr Andy Blood	PE	Emergency First Aid at Work	28.9.18	27.9.21
Mr James Boone	Science	2 Hour First Aid Intro (BASIC QUALIFICATION)	22.2.17	22.2.20
Mr Joss Bolton	Economics	2 Hour First Aid Intro (BASIC QUALIFICATION)	22.2.17	22.2.20
Ms Elaine Bowling	English	2 Hour First Aid Intro (BASIC QUALIFICATION)	10.3.17	10.3.20
Miss Sophie Brack	Music	Emergency First Aid at Work St John Ambulance	09.04.18	08.04.21
Miss Jade Brooke	Geography	Emergency First Aid at Work	05.01.18	05.01.21
Mrs Angela Brown	Maths	Emergency First Aid at work –	5.01.18	05.01.21
Mrs Ana Carballo-Varela	MFL	Emergency First Aid at Work	05.01.18	05.01.21
Mr Steve Casey	PE	Pitch Side First Aid – ICT First Aid Ltd	15.2.19	15.2.22



Mrs Rosie Cavedaschi	Admin	Emergency First Aid at Work	18.2.19	18.2.22
Miss Lisa Cooper	Science	Emergency First Aid at Work	05.01.18	05.01.21
Mr Angelo Constantinou	History	2 Hour First Aid Intro (BASIC QUALIFICATION)	22.2.17	22.2.20
Mrs Bianka Edwards	MFL	2 Hour First Aid Intro (BASIC QUALIFICATION)	06.02.17	06.02.20
Miss Anita Fan	Music	Emergency First Aid at Work	05.01.18	05.01.21
Mr Craig Fast	Science	2 Hour First Aid Intro (BASIC QUALIFICATION)	06.02.17	06.02.20
Mrs Shelley Fallows	Librarian	Emergency First Aid at Work	28.9.18	27.9.21
Mr Yan Gonachon	MFL	First Aid Awareness Course	05.01.18	05.01.21
Mr John Grant	Science	2 Hour First Aid Intro (BASIC QUALIFICATION)	06.02.17	06.02.20
Mr Nigel Harrison	P.E.	Emergency First at Work	05.01.18	05.01.21
Miss Rosie Hase	Psychology	Emergency First Aid at Work	05.01.18	05.01.21
Mr William Haslewood	Science	2 Hour First Aid Intro (BASIC QUALIFICATION)	22.02.17	22.02.20
Mr Stuart Hofmann	Maths	2 Hour First Aid Intro (BASIC QUALIFICATION)	05.01.18	05.01.21
Mrs Stephanie House	Media	2 Hour First Aid Intro (BASIC QUALIFICATION)	06.02.17	06.02.20
Mrs Christina Hubbard	English	2 Hour First Aid Intro (BASIC QUALIFICATION)	10.03.17	10.03.20
Mrs Sarah Hudson	English	2 Hour First Aid Intro (BASIC QUALIFICATION)	10.03.17	10.03.20
Mrs Penny James	F & N	First Aid Awareness Course	05.01.18	05.01.21
Mrs Sue Jenn	Exams Officer	Emergency First at work –	05.01.18	05.01.21
Mrs Vicky Lewis	Art	2 Hour First Aid Intro (Basic Qualification)	05.01.18	05.01.21
Mr Ben Mackey	PE	Emergency First Aid at Work	28.9.18	27.9.21



Mr Michael Maranzano	Maths	Emergency First at work	05.01.18	05.01.21
Mrs Kate Marler	Science Prep Rm	Emergency First Aid at Work	05.01.18	05.01.21
Mr Josh McEwan	Drama	Emergency First Aid at Work	05.01.18	05.01.21
Siobhan Nicoll	PE	Emergency First Aid at Work	18.11.16	17.11.19
Ann Nyborg	PE	Emergency First Aid at Work	25.11.16	24.11.19
Mr Ben Monk	ICT	Emergency First Aid at Work	28.9.18	27.09.21
Miss Marianna Nott	Science	Emergency First Aid at Work	5.1.18	5.01.21
Mrs Alison Osborn	Maths	Emergency First Aid at Work	5.1.18	5.01.21
Mr Joe Radmore	PE	Emergency First Aid at Work	05.01.18	05.01.21
Mrs Sue Sevier	SENDCO	2 Hour First Aid Intro (BASIC QUALIFICATION)	10.03.17	10.03.20
Mr Philip Stanton	Geography	First Aid at Work 3 day	10.03.17	10.03.20
Miss Maddie Thompson	PE	Emergency First Aid at Work	28.9.18	28.9.21
Miss Claire Tomlinson	MFL	2 Hour First Aid Intro (BASIC QUALIFICATION)	03.02.17	02.02.20
Mr Tijn Van Groesan	PE	Emergency First aid at Work	28.9.18	28.9.21

Updated July 19



APPENDIX D

MEDICAL CONDITIONS: ANAPHYLAXIS

Lingfield College aims to support children with allergies and tries to ensure that they are not disadvantaged in any way whilst at school. Parental support and cooperation is crucial if the School is to achieve this.

Definition of Anaphylaxis

- Anaphylaxis is a sudden, severe allergic reaction, when the body reacts to a foreign substance, which triggers an exaggerated response from the immune system.
- The reaction can be mild or severe with a slow or fast onset.
- Foreign substances can include foods (e.g. nuts), animal venom (e.g. wasp sting), objects (e.g. latex), drugs (e.g. penicillin)

Signs & Symptoms of Anaphylaxis

- Headache
- Nausea and/or vomiting
- Abdominal cramps
- Itching skin
- Rash and/or hives (weals or blotches) on body
- Flushing of skin
- Pale/grey colour
- Wheezing
- Difficulty in breathing
- Cyanosis (blue around the lips, finger nails)
- Stridor (a high pitched sound resulting from turbulent air flow in the upper airway. It may be inspiratory, expiratory or present on both inspiration and expiration. It can be indicative of serious airway obstruction)
- Collapse, unconsciousness, death

The child can have any of these signs and symptoms, in any order. There is no set pattern for any child. Just because the child has experienced certain signs and symptoms before, does not mean that he/she will experience the same signs and symptoms in the future.

Prevention and points to Consider

- Photographs of pupils with allergies are circulated to Catering and put up in the Staff Room, PE Office and School Office
- Food & Nutrition staff must be aware of particular ingredients when planning sessions
- Science staff must pay attention to particular substances being used for experiments



Meals & Snacks

Catering staff are all informed of pupils with allergies or dietary requirements. Information is sent to them regularly via the School Office, along with a photograph of the child. This information is kept readily available so that staff recognise the pupils.

For off-site visits and fixtures, the organisers of the venue being visited are sent information about dietary requirements ahead of the visit. Guests are asked to advise Lingfield College of particular needs in advance of their arrival. All visits and events are risk assessed to ensure that pupils with allergies have been considered and catered for.

Treats

Parents and staff are asked not to give out treats which may cause allergic reactions, such as chocolate containing nuts.

Creating Awareness among Peers

The school aims to establish and maintain an environment where children are provided with opportunities to openly discuss situations that affect themselves and their peers, thus promoting understanding and minimising speculation. This may include a talk or workshop given by a medical professional or discussion in PSHE, Form time or particular lessons such as Science or Philosophy & Ethics. Friends of pupils with anaphylaxis have specific training to show them what the symptoms will be and what they should do in an emergency. This includes training in the use of the EpiPen but this is a last resort if there are no other adults around.

Medication in School

- Medication details must be kept in the School Office and be regularly updated by parents if the medication changes
- Parents must complete a medical consent form (available as Appendix B in this document, or on the Medical section of the School Website)
- It is essential to have up to date contact numbers which can be used in an emergency
- All children needing adrenaline injectors are expected to have two on school premises, one to be kept in the School Office and one to be kept by the child. These must be clearly labelled with the child's full name and date of birth
- Each adrenaline injector is for the personal use of the child and will not be available to anyone else. It is the responsibility of the parents to ensure that these are within the expiry date
- Adrenaline injectors must be accessible at all times. They should be stored in a pupil's blazer pocket in an easily identifiable case so that staff or friends can access the EpiPen easily in case of emergency
- All staff on off-site activities (trips, sporting events etc.) should have a list of pupils with allergies, and the adrenaline injectors should be taken where relevant. This list is available on iSAMS.
- At the start of each off-site activity, students should be asked if they have their medication. If not, they must go to the School Office for the spare.
- If a pupil has an allergic reaction in the Dining Room and the pupil does not have their EpiPen with them there is a spare generic EpiPen kept in the Catering Office that can be used.



Medication on Trips

- All staff involved in off-site activities (trips, sporting events etc) should have a list of pupils with allergies with them at all times
- EpiPens must be taken on the trip: at the start of each trip, pupils should be asked if they have their adrenaline injectors with them, and this should be checked by the trip leader before departure. If not, the child must go to the School Office to collect the spare
- All medication will be kept in a pre-agreed place depending on the age and maturity of the child involved – perhaps with the First Aid bag on the side of the pitch where the child is playing sport at a fixture, with the First Aider when on a trip (provided they remain close to the relevant pupil) or in the pupil's pocket

EMERGENCY PROCEDURE FOR ALLERGIC REACTION

- **Contact Ambulance Service on 999**
- **Administer adrenaline and note time**
- A staff member is to stay with child at all times
- Inform parents or named contacts once the ambulance has been called
- One adult to inform Deputy Head (Pastoral) of action taken
- If child shows no sign of recovery, administer a second injection (if available) and note time. Put empty injectors back into emergency box
- Hand over the child's care to Ambulance team/parents on their arrival, and provide them with any used medicines
- Record all medication and times given
- Complete all necessary documentation

Further information:

The Anaphalaxis Campaign

www.anaphylaxis.org.uk

01252 546100



MEDICAL CONDITIONS: NUT USAGE

INTRODUCTION

This policy focuses on the management of nut allergies and should be read in conjunction with the School's First Aid Policy and Catering Department Nut Policy and Nut Usage Guidelines. This Nut Usage Policy forms part of our Medical Conditions Policy.

The School aims to practise a nut free policy although we recognise that this cannot be guaranteed. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The School aims to protect children who have allergies to nuts yet also help them to take responsibility as they grow up to identify what foods they can eat and to be aware of where they may be put at risk. Yearly our new intake are made aware that we do not allow nuts or nut products within our School for snacks, party cakes or seasonal treats.

STAFF

The onus falls on all staff to read and follow this policy both in School and when out on trips and outings and to be aware of which children are allergic to nuts. Staff and volunteers must ensure they do not bring in or consume nut products within school and ensure they follow good hand washing practice.

Caution must be taken at certain times of year such as Easter and Christmas. If Staff distribute confectionary care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribo are a better alternative. Particular products and brands that are a cause for concern are: - Celebrations, Roses, Heroes and Quality Street .

All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in School without supervision of staff and supervised hand washing:

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts

Each year there is an opportunity for staff to receive training in using adrenaline injectors (Epipens) and there are staff trained in the administration of these in every Key Stage, including the Foundation Stage.

PARENTS

Must notify staff of any known or suspected allergy to nuts and provide all needed information detailed on their child's individual Healthcare Plan, which is sent to them from the School Office. Parents must not bring in any food or treats (such as for birthdays) unless they have checked the ingredients carefully, likewise for snack choices. Homemade snack or party food contributions must have a label detailing all ingredients present and the kitchen environment where the food was prepared must be nut free. If parents are unsure about a selection they should speak to a staff member before bringing in the food item into School.



Packaging must be checked for phrases on packaging including the following::

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts.

This would indicate that this product is unsuitable for consumption at school.

CATERING DEPARTMENT

The School's catering department, Holroyd Howe, emphasises the avoidance of nuts (tree nuts, peanuts and pine nuts) and nut related products, recognising the potentially severe allergic reaction that may result for some people. They have their own Nut Policy and Nut Usage Guidelines and all catering staff receive training in these. Within the catering facilities at the School, staff take precautions to minimise the risk of anaphylaxis and other allergenic reactions occurring: The School never knowingly uses any nuts (including pine nuts and peanuts) or sesame seeds and associated nut/sesame products in the kitchens, however the school is unable to guarantee that dishes/products served are totally free from nuts/nut derivatives.

The risk of claiming to be nut free may mean that pupils with allergies might be led into a false sense of security. There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens may be present but, as are monitored and restricted as much as is reasonably possible.

Pupils who are known to have food allergies (eg nuts, egg, milk, gluten, fish, molluscs, crustaceans) are introduced to key members of the catering team, on their first day at the school, and are encouraged to seek guidance from catering staff on a daily basis, if necessary, on what they can have, from the lunch menu.

Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated. The success of minimising anaphylaxis risk and all other allergenic reactions requires the cooperation of pupils, staff and parents.



APPENDIX F

MEDICAL CONDITIONS: ASTHMA

Lingfield College aims to support children who have asthma and try to ensure that they are not disadvantaged in any way whilst at School. The support and cooperation of the parents is crucial to achieving this aim. The School also aims to encourage pupils' independence, self-confidence and responsibility in dealing with their condition.

Medication details must be kept in the School Office and be regularly updated by parents if the medication dosage or frequency is changed.

Parents must complete a medical consent form, available as Appendix B of this policy and on the Medical section of the School website. It is essential that the School has up-to-date contact numbers which can be used in an emergency.

Inhalers

Inhalers must be accessible at all times. Normally children keep their inhalers themselves in their school bags, although parents may request to have a spare one kept in the School Office if they wish.

Each inhaler held in the School Office is for the personal use of the child and will not be available to anyone else. It is the responsibility of the parents to make sure that the dosage is correct, that there is sufficient medication in the inhaler and that they are not being used beyond their expiry date.

Parents are responsible for keeping the School informed of any problems, concerns or changes to their child's medication. Inhalers which use powder capsules should be taken home periodically and washed. Each inhaler is to be taken home at the end of the Summer Term.

Children who suffer from exercise-induced asthma must use their inhaler before they start exercise. If a child becomes wheezy during exercise, they will be able to take their reliever and rest until they feel better. If they attend the office to use the inhaler, then it is recorded.

All teachers on off-site activities should have a list of the asthmatic pupils in their care. This information is also available on iSAMS and is frequently updated.

Off-site visits

All teachers on off-site activities should have a list of the asthmatic pupils in their care. This information is also available on iSAMS and is frequently updated

Inhalers must be taken on the trip: at the start of each trip, pupils should be asked if they have their inhaler with them, and this should be checked by the trip leader before departure. If not, the child must go to the School Office to collect the spare

All medication will be kept in a pre-agreed place depending on the age and maturity of the child involved – perhaps with the First Aid bag on the side of the pitch where the child is playing sport at a fixture, with the First Aider when on a trip (provided they remain close to the relevant pupil) or in the pupil's pocket



Further Information

Asthma UK

www.asthma.org.uk

0300 222 5800



APPENDIX G

MEDICAL CONDITIONS: DIABETES

INTRODUCTION

Lingfield College recognises the importance of supporting children with diabetes. Its aim is to create an environment which is conducive to supporting those pupils affected in managing their condition safely without drawing unwelcome attention.

OBJECTIVE

This policy has been created to offer a clear outline as to how the school supports pupils affected by diabetes at Lingfield and what happens in the event of an emergency. The school aims to ensure that all pupils are fully included in all aspects of school life.

DEFINITION

Diabetes is a long-term medical condition where the amount of glucose in the blood is too high because the body cannot use it properly. When the hormone insulin is not present in the body, or does not function properly, glucose builds up in the sufferer's system.

There are two main types of diabetes: Type 1 and Type 2. Type 1 diabetes develops if the body is unable to produce any insulin and most pupils with diabetes will have Type 1. Type 2 does not typically appear before the age of 40.

GUIDELINES FOR IMPLEMENTATION

Medication

- Pupils will normally carry an insulin pen to help manage their condition.
- Spare medication must be refrigerated and can be used for up to a month after removing it from the fridge; It must be discarded thereafter
- In school the pupil will carry their own medication, ensuring it is readily available at all times. Further medication can be held by the School Office.
- Parents are responsible for ensuring that medication to be held by the School Office is clearly labelled with the pupil's name, expiry date and dosage.

Meals and snacks

Pupils with Type 1 diabetes need to eat at regular intervals. A missed meal or snack could lead to hypoglycaemia, which is the body's reaction to blood glucose level becoming too low.

At Lingfield the pupil is responsible for knowing the times they need to eat and for ensuring they keep to those times. The school will support them fully in this by the following:



- If necessary, pupils are able to jump to the front of the queue at lunchtime.
- Pupils are free to eat a snack whenever it is deemed necessary, although they are encouraged to do this at break times to minimise fuss
- If a snack is required but the pupil does not have one, he/she is free to visit the School Office at any time where they will be provided with something to eat, such as a biscuit or some orange juice

Exercise and physical activity

Pupils affected by diabetes should be able to enjoy normal physical activities and it will not prevent them from being encouraged to participate or be chosen for sports teams. It is recognised, however, that pupils with diabetes need to prepare carefully for all forms of physical activity.

The pupil will therefore

- Be given time to check their glucose levels
- If necessary, be given time to perform a test for ketones (the by-product of the body burning fat for energy) without fuss or drawing unnecessary attention
- Be given time for their insulin to take effect and blood glucose levels come down before taking part in physical activity
- Be responsible for ensuring that they have eaten enough before starting an activity
- Be given access to food or drink as necessary during or after strenuous or prolonged exercise

If a pupil is not confident about participating in physical activity, the school will discuss the situation with the pupil's parents to ascertain if such an activity is suitable.

Creating awareness amongst Peers

The school aims to establish and maintain an environment where children are provided with forums to openly discuss situations that affect their fellow pupils, thus promoting understanding and minimising speculation. This may include a talk by a medical professional, or discussion in PSHE, Form Time or Science lessons.

Staff training and communication of the policy

- Booklets and information about diabetes are displayed in the staff room and online staff handbook, including how to deal with an emergency and how to identify the common triggers.
- Staff are kept up to date with details of pupils affected by diabetes in staff meetings, via email and displays in the staff room.
- Details on what to do in an emergency are displayed in prominent places, such as Staff Room, Medical Room and the Sports Office.

In case of an emergency

Staff are made aware of symptoms to watch out for relating to pupils with diabetes. There are three main complications that can occur:

- **Hypoglycaemia** (lack of glucose in the bloodstream): symptoms include clumsiness, difficulty talking, confusion, loss of consciousness, seizures; the pupil may feel hungry, sweaty, shaky and weak. Symptoms typically come on quickly



- **Hyperglycaemia** (an excess of glucose in the bloodstream): symptoms of chronic hyperglycaemia can include kidney damage, neurological damage, problems with the retina, hands and feet; the pupil may feel hungry, very thirsty, frequent thirst, blurred vision, weight loss, needing to urinate frequently, dry mouth, dry or itchy skin
- **Ketoacidosis** (result of hyperglycaemia being left untreated): symptoms include excessive thirst, frequent urination, nausea & vomiting, abdominal pain, weakness or fatigue, shortness of breath, 'fruity'-scented breath, confusion

If Ketoacidosis is suspected, the member of staff present will immediately contact the emergency services and the child's parents, via the School Office.

If Ketoacidosis is not suspected, but there is a concern about the child, the member of staff will immediately ensure that the pupil is taken to the School Office where the following procedure will be followed:

- The child's parents will be contacted and if applicable, may request extra insulin be given.
- If applicable, a sugary, quick-acting carbohydrate or a drink such as fruit juice will be given to the child.
- The pupil will remain in the School Office or sick room to be monitored.
- If there is any doubt, at any time, staff will contact the emergency services and parents.

Roles, responsibilities and review

The Headmaster, in conjunction with the Pastoral Deputy Head is responsible for the implementation and monitoring of the policy. All staff are responsible for ensuring the policy and procedures are followed.

Parents are responsible for keeping the School informed of medical conditions that affect their child and for supplying medication where applicable.

Pupils are encouraged to take responsibility for their condition.

Further information

Diabetes UK

www.diabetes.org.uk

Helpline: 0345 123 2399



APPENDIX H

MEDICAL CONDITIONS: EPILEPSY

INTRODUCTION

Lingfield College recognises the importance of supporting children with medical conditions such as epilepsy. The School is committed to creating an environment which is conducive to supporting those pupils affected, in managing their condition safely.

OBJECTIVE

This policy has been created to offer a clear outline of the way in which Lingfield College supports pupils affected by epilepsy at School and what happens in the event of an emergency. The school's aim is to ensure that all pupils are fully included in all aspects of daily school life.

DEFINITION

Epilepsy is a condition that causes sufferers to have seizures / fits. A seizure is caused by a sudden burst of intense electrical activity in the brain. This causes temporary disruption to the way that messages are passed between brain cells, so the brain's messages briefly pause or become mixed up. There are many different kinds of epilepsy and about 40 different seizure types.

GUIDELINES FOR IMPLEMENTATION

Medication

The majority of people with epilepsy take regular medication with the aim of controlling their seizures. Generally medication can be taken outside of school hours; however there may be some side effects. Staff are made aware of possible side effects such as drowsiness and poor memory via information available in the staff room.

Medication is held in the School Office. Parents are responsible for ensuring that medication to be held by the School Office is clearly labelled with the pupil's name, expiry date and dosage.

Managing the Condition

Epilepsy is different for each individual and Lingfield College will work closely with the pupil and his/her parents to ensure that it is aware of information such as:

- The type of seizure the pupil is likely to have
- What represents a medical emergency for that pupil, and what to do in such an emergency, including when and how to give emergency medicines
- Details of additional educational needs, if any
- Adjustments required to facilitate the pupil's access to regular activities
- Any further information that will aid the pupil's best possible care



Accessibility

Epilepsy is considered a disability under the Disability Discrimination Act (DDA). The School will see that reasonable adjustments are made to ensure that pupils affected have full access to the curriculum and the college community. Refer also to the School's **Disability Policy**.

Exercise and physical activity

For most pupils with epilepsy, exercise can be a real benefit. A very small number of people with epilepsy however, find that exercise increases their likelihood of having a seizure. The School will liaise with parents to ascertain what is appropriate and to ensure pupils can be fully included in school activities.

Creating awareness amongst peers

The school aims to establish and maintain an environment where children are provided with forums to openly discuss situations that affect their fellow pupils thus promoting understanding and minimising speculation. This may include discussions in form time, PSHE or Science lessons, or a talk by a medical professional.

Staff training and communication of the policy

This Medical Conditions Policy is available on our website. Details on what to do in an emergency are displayed in prominent places, such as the Staff Room noticeboard

- Information about epilepsy is displayed in the Staff Room, including how to deal with an emergency and the common triggers.
- Staff are kept up to date with details of pupils affected by epilepsy in staff meetings

In Case of Emergency

If a child experiences a seizure, a first aider will be called upon immediately. The first aider will follow any instructions given by the child's parents in event of a seizure if known. Otherwise the first aider (or teacher responsible until the first aider arrives) will:

- Contact emergency services on 999 or ensure that a colleague does so
- Contact parents
- Protect the person from injury by removing any harmful objects nearby
- Cushion the child's head
- Once the seizure has finished, gently place the pupil in the recovery position to aid breathing
- Keep calm and reassure the pupil, staying with them until recovery is complete

Roles and Responsibilities

- The Headmaster, in conjunction with the Pastoral Deputy Head, is responsible for the implementation and monitoring of the policy
- All staff are responsible for ensuring the policy and procedures are followed
- Parents are responsible for keeping the School informed of medical conditions that affect their child and for supplying medication where applicable
- Pupils are encouraged to take responsibility for their condition and to avoid situations that trigger an attack wherever possible



Further information:

Epilepsy Society

www.epilepsysociety.org.uk

Helpline: 01494 601 400