

Pownall Green Primary School

Medical Conditions in School Policy

Love learning, love life!

Aligned staff: Head Teacher; Inclusion Coordinator
Aligned governor: Victoria Bickerton (Inclusion Governor)
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This policy should be read alongside other policies of the school, particularly:

Health and Safety Policy
Equality, Diversity and Accessibility Policy
Safeguarding Policy
PSHE policy
Special Educational Needs Policy
Education of Sick Children Policy

Contents

Policy Statement.....	3
1.Inclusion	4
2.Communication	7
3.Staff Training.....	9
4.Administration of medication at school.....	10
5.Storage of medication at school.....	13
6.Record keeping for pupils with medical conditions.	15
Legislation and Guidance	21
Further Advice and Resources	24
Appendix 1 ~ Short Term Permission to Receive Medicine	25
Appendix 2 ~ Long Term Permission to Receive Medicine	26
Appendix 3 ~ Pownall Green Individual Health Plan	27
Appendix 4 ~ Medication Received in School.....	30
Appendix 5 ~ Termly Medicines Checklist.....	31
Appendix 6 ~ Stockport NHS Individual Health Plan	32
Appendix 7 ~ Stockport NHS Individual Health Plan: Diabetes	37
Appendix 8 ~ Stockport NHS Individual Health Plan: Epilepsy	43
Appendix 9 ~ Stockport NHS Action Plan for Allergic Reactions: Epipen	48
Appendix 10 ~ Stockport NHS Action Plan for Allergic Reactions: JEXT	49
Appendix 11 ~ Stockport NHS Action Plan for Allergic Reactions plus Asthma: JEXT	50
Appendix 12 ~ Stockport NHS Action Plan for Allergic Reactions plus Asthma: Epipen	51
Appendix 13 ~ Stockport NHS Individual Health Plan: Asthma	52
Appendix 14 ~ Template letter from school nurse to parent.....	55
Appendix 15 ~ Staff Training Record	56
Appendix 16 ~ Stockport form for Visits and Journeys	57
Appendix 17 ~ Giving Paracetamol in Stockport Schools	59
Appendix 18 ~ Emergency Procedures.....	60
Appendix 19 ~ How to Administer BUCCOLAM.....	61
Appendix 20 ~ Asthma Emergency Procedures.....	63
Appendix 21 ~ Anaphylaxis Emergency Procedures.....	64
Appendix 22 ~ Diabetes Emergency Procedures.....	66
Appendix 23 ~ Epilepsy Emergency Procedures.....	68

Policy Statement

At Pownall Green Primary School we are an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can through the following:

- This school ensures all staff understand their duty of care to children and young people (see Verbal Consent Form) in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency (see Emergency Procedures).
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional information about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).

This policy is followed and understood by our school community, the Local Authority and Stockport Foundation Trust.

1. Inclusion

- a. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being
- c. Pupils with medical conditions are encouraged to take control of their condition, as appropriate to their age and level of development.
- d. This school aims to include all pupils with medical conditions in all school activities. This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- e. Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff have access to information about what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i. All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive annual updates. The Headteacher is responsible for ensuring staff receive annual updates. The School Nursing Service can provide the updates if the school requests.
- j. The medical conditions policy is understood and followed by the whole school and local health community.
- k. This school understands and encourages the importance of immunisation and the role this has to play in ensuring a safe and inclusive school.

l. **Physical Environment**

This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean changing activities or locations.

m. Social Interactions

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

n. Exercise and Physical Activity

This school understands the importance of all pupils taking part in sports, games and activities.

This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

o. Education and Learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inclusion Coordinator.

This school ensures that lessons about safe use of medicines are incorporated into PSHE lessons and other parts of the curriculum.

p. Residential Visits

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (see Form for Visits and Journeys Appendix 16).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Health Plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (see Form for Visits and Journeys). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities.

The residential visit/school trip form contains information on a pupil's last tetanus immunisation. A copy of this form is required to be carried on any external visits.

q. Risk Assessments

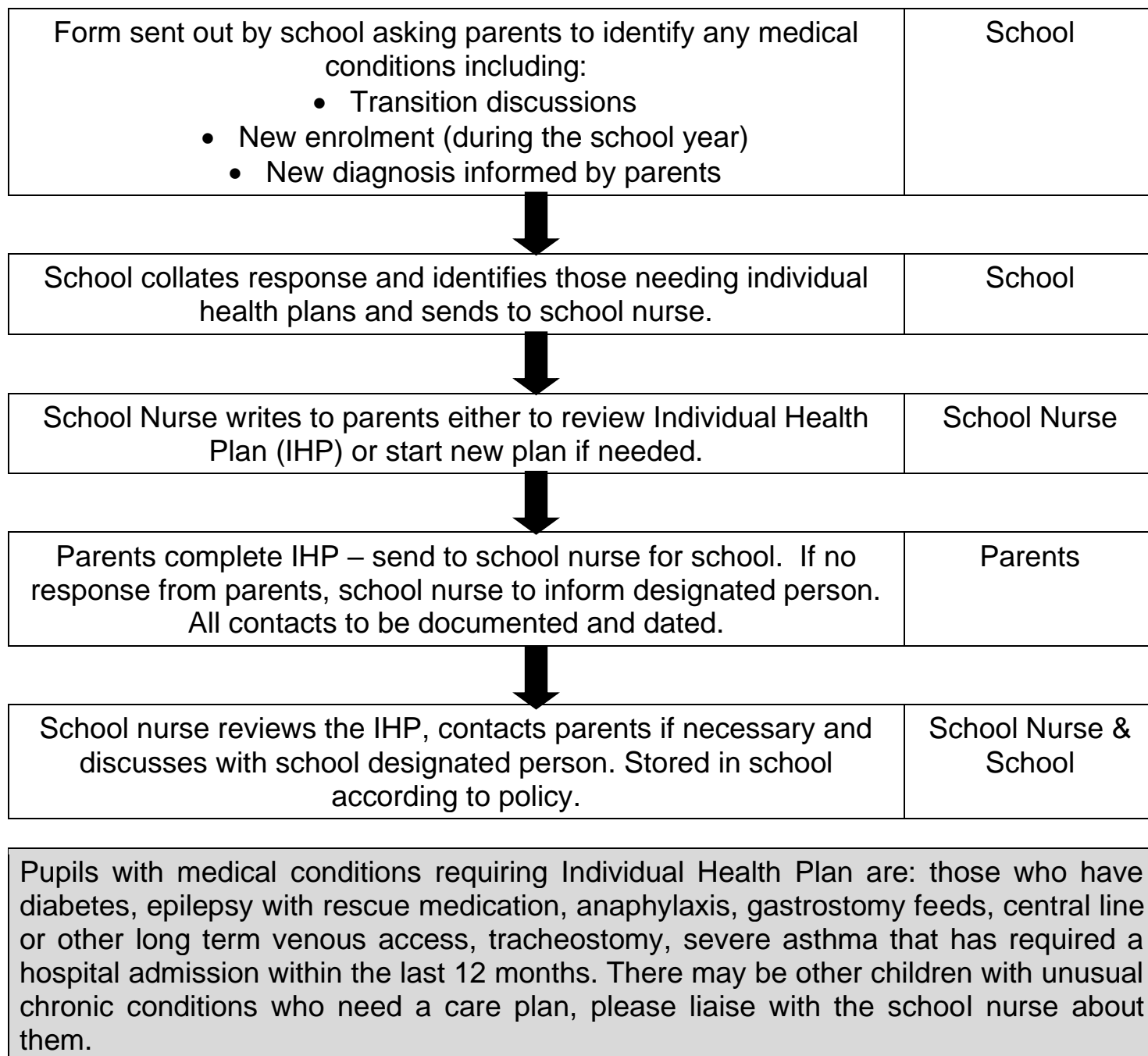
Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

2.Communication

- a. Pupils are informed and reminded about how medicines should be kept safe during personal, social and health education (PSHE) classes.
- b. Parents/carers are informed about the medical conditions policy and that information about a child's medical condition will be shared with the school nurse:
 - by signposting access to the policy
 - at the start of the school year when communication is sent out about Individual Health Plans
 - via the school's website, where it is available all year round
- c. School staff are informed and regularly reminded about key aspects of the school's medical conditions policy:
 - through the staff handbook and staff meetings and by accessing the school's intranet
 - through scheduled medical conditions updates and training
 - through the key principles of the policy being displayed in several prominent staff areas at this school
 - all supply and temporary staff are informed of their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
 - Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person
- d. Parents/carers at this school are asked if their child has any medical conditions on their enrolment form. They are also asked to keep school informed of any changes to medical conditions of their child/ren.

Medical Conditions Information Pathway



3. Staff Training.

- a. Relevant staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. 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.
- c. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.
- d. The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including First Aid bases and the staff room.
- e. This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- f. This school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- g. If a pupil needs to be taken to hospital, a member of staff will always accompany them (unless a parent/carer or other family member at parent/carer's request is able to) and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.

Record of Awareness Raising Updates and Training

- h. This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.
- i. All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this (see Staff Training Record, Appendix 15).
- j. School should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities. It is recommended that Primary Schools and Early Years settings should have at least one first aider who has undertaken the paediatric first aid course.

4. Administration of medication at school.

Administration – Emergency Medication

- a. This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- b. This school will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration – General

- c. This school understands the importance of medication being taken as prescribed.
- d. All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.

Important Note: Staff should be made aware that a child using their reliever (usually blue) inhaler more than three times a week or suddenly using their reliever inhaler more than they normally do has asthma that may not be under control and may be at greater risk of having an asthma attack. Should this be observed, immediate action should be taken to alert the parents and staff should record any actions or discussions.

- e. All staff are aware 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- f. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent (see Appendices 1 & 2).
- g. This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- h. All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- i. In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- j. Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

- k. If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- l. All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- m. If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- n. If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.
- o. If the school receives a request or instruction from a parent/carer which would appear to be contrary to the advice in the document and from the DFE, the school should seek clarification from the parent/carer and any advice they can provide from consultants/clinicians associated with the pupil's case and also contact School Support (0161 474 3917) / School Nurse (0161 426 5903) to discuss the matter before agreeing any further action.

Consent to Administer Medicines

- p. If a pupil requires prescribed medication at school, parents/carers are asked to provide consent giving the staff permission to administer medication on a regular/daily basis, if required. The SHORT TERM form (see Appendix 1) is completed by parents/carers for pupils taking short courses of medication (up to two weeks) and the LONG TERM form (see Appendix 2) is completed for conditions (such as hayfever) which may require preventative medication over a longer period. Both forms are accessed via the VLE (or a paper copy collected from the school office).
- q. All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

Use of 'over the counter' i.e. non-prescription medications

Where the Head Teacher agrees that staff may administer a non-prescribed medicine, it must be in accordance with this policy.

School does not hold any over-the-counter medicine apart from that which has been given to the school by a parent / carer for a particular child. School will not administer any medicines without written consent from parents / carers. For any over-the-counter medicines containing paracetamol, parents / carers must complete the relevant information on the 'Permission to Receive Medicines – SHORT TERM' (Appendix 1) form regarding any doses of paracetamol taken in the past 24 hours.

Staff should check that the medicine has been administered without adverse effect to the child in the past.

There must be written parental consent for recurring 'over the counter' medications e.g. piriton for hayfever (Appendix 2).

Medication e.g. for pain relief, should never be administered without first checking the label for the appropriate dosage and checking when the previous dose was taken.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin unless prescribed by a doctor.

Early Years providers should follow the EYFS guidance:

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

Guidelines for administering Paracetamol

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Local Authority, in consultation with health practitioners, has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings. Administering paracetamol to children under 5 is not usually recommended.

For older pupils, it is sometimes appropriate to give paracetamol to control specific pain such as migraine or period pain. Schools administering paracetamol to children should adhere to the following conditions:

The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children. If a child complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol until amount given over the past 24 hours has been established. No more than 4 doses should be given in a 24 hour period. There should be at least 4 hours between any 2 doses of paracetamol containing medicines. No more than 4 doses of any remedy containing paracetamol should be taken in any 24 hours. Always consider whether the child may have been given a dose of paracetamol before coming to school. Many non-prescription remedies such as Beechams Powders, Lemsip, Night Nurse etc. contain paracetamol. If paracetamol tablets are taken soon after taking these remedies, it could cause an unintended overdose.

Paracetamol must be administered according to the instructions on the box or label. Stronger doses or combination drugs, which contain other drugs besides paracetamol must not be administered. Children should only be given one dose during the school day. If this does not relieve the pain, contact the parent or the emergency contact.

The member of staff responsible for giving medicines must witness the child taking the paracetamol, and make a record of it. The school must notify the parent on the day, stating the time and the amount of the dose.

The pupil should be made aware that paracetamol should only be taken when absolutely necessary, that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

5.Storage of medication at school.

Safe Storage – Emergency Medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. Pupils with medical conditions know where their medication is stored and how to access it. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe Storage – Non-Emergency Medication

- c. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.
- d. Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe Storage – General

- e. This school has an identified member of staff/designated person who ensures the correct storage of medication at school: Inclusion Coordinator.
- f. All controlled drugs are kept in a locked cupboard and only named staff have access.
- g. The identified member of staff checks the expiry dates for all medication stored at school at regular intervals. This person alerts parents/carers as to any medicine due to expire within that time period.
- h. The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- i. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- k. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate. Medication fridges MUST only be used for the storage of medicines and no other items.
- l. It is the parents/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

Safe Disposal

- m. Parents/carers at this school are asked to collect out-of-date medication and that which is no longer needed.
- n. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal with agreement from the local pharmacy.
- o. A named member of staff is responsible for checking the expiry dates of medication (excluding inhalers) and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- p. A named member of staff is responsible for checking the expiry dates of inhalers once a year. If an inhaler has expired or is due to expire within the forthcoming school year, Parents / carers are informed – it is then their responsibility to make sure school is provided with a new inhaler.
- q. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Each box must be signed and dated as per assembly instructions, there should be one box per child and the temporary closure MUST be used when the box is not in use.
- r. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
- s. Disposal of sharps boxes - the sharps bin should be closed securely and returned to parents. Parents then need to take the sharps bin to the GP for disposal.

6. Record keeping for pupils with medical conditions.

Individual Health Plans

- a. This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These are created by the Inclusion Coordinator in consultation with parents / carers and, where appropriate, the school nurse (see Appendix 3).

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school are listed below. The child has:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

In these cases, the Individual Health Plans will be recorded on the most appropriate form (see forms 1 to 1g, Appendices 6 to 13) and / or on a Pownall Green IHP (Appendix 3) if approved by the school nurse.

- b. An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need:
- at the start of the school year
 - at enrolment
 - when a diagnosis is first communicated to the school
 - transition discussions
 - new diagnosis
- c. It is the parents/carers responsibility to fill in the Individual Health Plan and return the completed form to the school nurse. If the school nurse does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary. This school ensures that a relevant member of school staff is present, if required, to help draw up an Individual Health Plan for pupils with complex health or educational needs. The finalised plan will be given to the parents/carers, school and school nurse.

School Individual Health Plan Register

- d. Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff (Inclusion Coordinator) has responsibility for the register at this school. Schools should ensure that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMS system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school are updated on the schools record system.
- e. The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission for

administration of medication is unclear or incomplete.

On-going Communication and Review of Individual Health Plans

- f. Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a yearly review date.
- g. Parents/carers should direct any additional information, letters or health guidance to the Inclusion Coordinator in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and Access to Individual Health Plans

- h. Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- i. Individual Health Plans are kept in a central location at school (top shelf in front office).
- j. Apart from the central copy, copies of pupils' Individual Health Plans are held in the class Inclusion File. These copies are updated at the same time as the central copy.
- k. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- l. This school ensures that all staff protect pupils' confidentiality.
- m. This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- n. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Use of Individual Health Plans

Individual Health Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

8.Roles and Responsibilities.

- a. This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governor Responsibilities

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents (see Stockport's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities.

Headteacher Responsibilities

The Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy
- ensure through consultation with the governors that the policy is adopted and put into action

All School Staff and Support Staff Responsibilities

All School Staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed
- follow standard precautions if handling body fluids:
<https://www.gov.uk/government/publications/infection-control-in-schools-poster>
- ensure that pupils who presents as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better

Teaching Staff Responsibilities

Have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the Inclusion Coordinator
- liaise with parents/carers, Inclusion Coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School Nurse or Healthcare Professional Responsibilities

The School Nurse or Healthcare Professional has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the schools request
- provide information about where the school can access other specialist training
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First Aider Responsibilities

First Aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses.
- when necessary ensure that an ambulance is called
- ensure they are trained in their role as first aider (it is recommended that first aiders are trained in paediatric first aid)

Inclusion Coordinator Responsibilities

Inclusion Coordinator has the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

Pupil Responsibilities

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation

Parent/Carer Responsibilities

Parents/Carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them
- provide the school with appropriate medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition (for children who have had a hospital admission linked to their asthma in the past 12 months)
- have completed/signed all relevant documentation including the relevant 'Permission to Receive Medicines' form and the Individual Health Plan if appropriate
- ensure that their child is as up to date as possible with immunisations to ensure that both the school and its pupils are as safe as possible. If parents do not wish to have their child vaccinated then the school need to be made aware of this and a risk assessment of activities to be undertaken needs to be completed.

Legislation and Guidance

Introduction

- Local authorities, schools and governing bodies are all responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings (2005). The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005 and Equality Act (2010). These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

The following Stockport guidelines/policies need to be considered:-

- Stockport's STPD Health and Safety Policies
- Head Teachers Toolkit
- Critical Incidents Guidelines
- Visits and Journeys Guidelines
- Records Management and Retention Policies
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. (R.I.D.D.O.R)

This form can be downloaded at:

<http://intranet/smbcintr/new/content/directorates/bs/hr/shrfirst/documents/RIDDOR.pdf>

Managing Medicines in Schools and Early Years Settings (2005)

This provides guidance from the DFE on managing medicines in schools and early year's settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up an Individual Health Plan
- relevant forms

Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.

Disability Discrimination Act 1995 (DDA), the Special Educational Needs and Disability Acts (2001 and 2005) and the Equality Act (2010)

- Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues

Schools' Responsibilities Include:

- not to treat any pupil less favourably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings*
- to promote disability equality in line with the guidance provided by the DFE and CEHR through the Disability Equality Scheme

**DfES publications are available through the DFE.*

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act etc. 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

Additional Guidance

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when travelling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005)
- Medical Conditions at School Website - <http://medicalconditionsatschool.org.uk/>
- Managing Medicines and Providing Medical Support in Schools and Early Years Settings UNISON - <http://www.unison.org.uk/file/A14176.pdf>

Further Advice and Resources

The Anaphylaxis Campaign

PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

18 Mansell Street
London E1 8AA
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term Conditions Alliance

202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Department for Education

Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Phone 0870 000 2288
Text-phone/Minicom 01928 794274
Fax 01928 794248
info@dcf.gov.uk
www.dcf.gov.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

National Children's Bureau

8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk

PHE Health Protection Team

0344 225 0562 Option 1
www.gov.uk/government/organisations/public-health-england

POWNALL GREEN PRIMARY SCHOOL

PERMISSION TO RECEIVE MEDICINE ~ SHORT TERM (up to 2 weeks)

I give permission for:

_____ (name of child) _____ (class)

to be given the following medicine:

_____ (medicine) _____ (dose)

On the following days (please complete):

Date	Time
	12-12:30pm
	12-12:30pm
	12-12:30pm
	12-12:30pm
	12-12:30pm

Date	Time
	12-12:30pm
	12-12:30pm
	12-12:30pm
	12-12:30pm
	12-12:30pm

For any medicines containing **paracetamol** this form should be completed **daily** and the following completed:

Has your child had any medicine containing paracetamol in the last 24 hours? Yes / No*

If so, at what time and what dose was given? _____ (date) _____ (time) _____ (dose)

Were there any adverse reactions? Yes / No*

Has your child ever had any problems with paracetamol? Yes / No*

* Please delete as appropriate.

Signed: _____ (Parent/Carer) _____ (date)

Please note:

-All medicines must be clearly labelled with child's full name and class.

-All medicine must be handed in to the school office in its original container.

-Administration of medicines will be supervised by a member of staff authorised by the Headteacher.

-Please collect any unused medicines from the school office (after short-term course has been completed).

They must be collected by an adult. Any medicines that are not collected within a week will be disposed of.

-For conditions requiring longer term medication (more than 2 weeks) please use the LONG TERM form.

-Children in Reception must only have medicines in school which have been specifically been prescribed for them by a doctor, dentist, nurse or pharmacist (ie no over-the-counter medicines) – this is in accordance with EYFS Statutory Guidance 2012.

POWNALL GREEN PRIMARY SCHOOL

PERMISSION TO RECEIVE MEDICINE ~ LONG TERM (including inhalers)

I give permission for:

_____ (name of child) _____ (class)

to be given the following medicine:

_____ (medicine) _____ (dose)

when the following symptoms occur:

Are there any signs when this medication should not be given?

I understand that if my child's medication changes or is discontinued, or the dose or administration method changes, I should notify the school immediately in writing.

I confirm that my child has not had any adverse reactions to this medicine in the past 12 months.

Signed: _____ (Parent/Carer) _____ (date)

Please note:

-All medicines must be clearly labelled with child's full name and class.

-All medicine must be handed in to the school office (except for inhalers which are kept in the child's classroom) in its original container.

-Administration of medicines will be supervised by a member of staff authorised by the Headteacher.

-Apart from inhalers, medicines at school are usually administered between 12:00 and 12:30pm. If your child's needs are different to this, please make a note at the bottom of this form.

-Permission given on this form will last until the end of the summer term of the current academic year.

-Please make sure that long-term medicines are renewed after they reach their expiry date.

-Please collect any unused medicines from the school office (when medicines have expired, when medicines are no longer needed or when your child leaves our school). They must be collected by an adult. Any medicines that are not collected will be disposed of.

-Children in Reception must only have medicines in school which have been specifically been prescribed for them by a doctor, dentist, nurse or pharmacist (ie no over-the-counter medicines) – this is in accordance with EYFS Statutory Guidance 2012.

Medicine described above received in school _____ (date) Signed _____ (school staff)

Unused medicine returned to parent / carer _____ (date) Signed _____ (parent / carer)

POWNALL GREEN PRIMARY SCHOOL

Individual Health Plan for

Date:

DoB:

Medical Condition:

Warning Signs / Symptoms

Triggers

photo to be
inserted by school

Management Strategy *(including name, dose and frequency of medication if appropriate)*

This is any day-to-day strategies eg avoidance of allergens, daily medication etc

Important Information *(including other medical needs)*

Emergency Treatment *(including name and dose of medication if appropriate)*

What school should do in case of an allergic reaction

Are there any signs when medication should not be given?

Are there any side effects that the school needs to know about?

Contact Details

Home address:

1st contact work/mobile: *(name, relationship)*

2nd contact work/mobile: *(name, relationship)*

I give consent for the medicines referred to in this Health Plan to be administered by a member of school staff when necessary.

I understand that my child's medical condition will be shared with the school nurse if necessary.

If my child's medical needs change I will inform the school in writing.

If my child has a medical emergency related to this condition, I will inform the school in writing.

If understand that if my child is admitted to an emergency setting, this Health Plan will be provided to that setting.

I have read and agree to the information on both sides of this form.

Signed: _____ (Parent / Carer) Date: _____

Review date:

Appendix 3 continued ~ Pownall Green Individual Health Plan

Please note:

- All medicines must be clearly labelled with child's full name and class.**
- All medicine must be handed in to the school office (except for inhalers which are kept in the child's classroom) in its original container.**
- Administration of medicines will be supervised by a member of staff authorised by the Headteacher.**
- Apart from inhalers and other emergency medication, medicines at school are usually administered between 12:00 and 12:30pm. If your child's needs are different to this, please make a note at the bottom of this form.**
- Permission given on this form will last until the end of the summer term of the current academic year.**
- Please make sure that long-term medicines are renewed after they reach their expiry date.**
- Please collect any unused medicines from the school office (when medicines have expired, when medicines are no longer needed or when your child leaves our school). They must be collected by an adult. Any medicines that are not collected will be disposed of.**
- Children in Reception must only have medicines in school which have been specifically been prescribed for them by a doctor, dentist, nurse or pharmacist (ie no over-the-counter medicines) – this is in accordance with EYFS Statutory Guidance 2012.**

Medicine described in IHP received in school _____ (date) Signed _____ (school staff)

Unused medicine returned to parent / carer _____ (date) Signed _____ (parent / carer)

IHP no longer needed?

If your child no longer requires an Individual Health Plan, please sign below, adding any relevant comments you feel are necessary.

I confirm that _____ (name of child) no longer requires an Individual Health Plan at school.

Signed _____ (parent / carer) Date _____

Pownall Green Primary School**Medication Received**

Name of child: _____ Class: _____ Date: _____

Today your child was in need of medication which you have provided. In accordance with your written consent, s/he had:

[] _____ puffs of inhaler at _____ (approximate time)

[] Medicine: _____ Dose: _____ Time: _____

[] refused* her / his medicine _____ (name of medicine) Time: _____

Any adverse reactions observed? **No / Yes***: _____

*Phone call made to alert parent / carer of this at _____ (Time)

Signed _____ (member of Pownall Green Staff)

POWNALL GREEN PRIMARY SCHOOL**Record of use of asthma reliever inhaler at school.****Name:** _____

Date	Time	Number of doses (2 puffs = 1 dose)

Important Note: Staff should be aware that a child using their reliever **(usually blue)** inhaler **more than three times a week** or **suddenly using their reliever inhaler more than they normally do** has asthma that may **not be under control** and may be at **greater risk of having an asthma attack.**

Should this be observed, **immediate action** should be taken to **alert the parents** and staff should **record any actions or discussions here:**



Term: _____ **Date:** _____ **Signed:** _____

Medicines in Medicine Cupboard

[illegible]

Medicines in Medicine Fridge

[illegible]



 STOCKPORT METROPOLITAN BOROUGH COUNCIL		al Health Plan		Stockport  NHS Foundation Trust	
Form 1 - Individual Health Plan For pupils with complex health needs at school					
Date form completed:					
Date for review:					
Reviewed by		Date (dd/mm/yyyy)		Changes to Individual Health Plan	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies held by:					
1. Pupil's Information					
Name of School:					
Name of Pupil:					
Class / Form					
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female			
2. Contact Information					
Pupil's Address					
		Postcode:			
Family Contact Information					
a.	Name:				
	Phone (Day):				
	Phone (Evening):				
	Mobile:				
	Relationship with Child:				
b.	Name:				

	Phone (Day):	
	Phone (Evening):	
	Mobile:	
	Relationship with Child:	
GP		
Name:		
Phone:		
Specialist Contact		
Name:		
Phone:		
Medical Condition Information		
3. Details of Pupil's Medical Conditions		
Signs and symptoms of this pupil's condition:		
Triggers or things that make this pupil's condition/s worse:		
4. Routine Healthcare Requirements (For example, dietary, therapy, nursing needs or before physical activity)		
During school hours:		
Outside school hours:		
5. What to do in an Emergency		
Signs & Symptoms		
In an emergency, do the following:		

6. Emergency Medication (Please complete even if it is the same as regular medication)	
Name / Type of medication (as described on the container):	
How the medication is taken and the amount:	
Are there any signs when medication should not be given?	
Are there any side effects that the school needs to know about?	
Can the pupil administer the medication themselves? (please tick box)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by: Staff members name:
Is there any other follow-up care necessary?	
Who should be notified? (please tick box)	<input type="checkbox"/> Parents <input type="checkbox"/> Carers <input type="checkbox"/> Specialist <input type="checkbox"/> GP
7. Regular Medication taken during School Hours	
Name/type of medication (As described on the container):	
Dose and method of administration (The amount taken and how the medication is taken, e.g. tablets, inhaler, injection)	
When it is taken (Time of day)?	
Are there any side effects that could affect this pupil at school?	
Are there are any contraindications (Signs when this medication should not be given)?	
Self-administration: can the pupil administer the medication themselves?	(Tick as appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by: Staff member's name:
Medication expiry date:	
8. Regular Medication taken outside of School Hours	

(For background information and to inform planning for residential trips)	
Name/type of medication (as described on the container):	
Are there any side effects that the school needs to know about that could affect school activities?	
9. Members of Staff Trained to Administer Medications for this Pupil	
Regular medication:	
Emergency medication:	
10. Any Other Information Relating to the Pupil's Healthcare in School?	
Parental and Pupil Agreement	
I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.	
Signed (Pupil)	
Print Name:	
Date:	
Signed (Parent) (If pupil is below the age of 16)	
Print Name:	
Date:	
Healthcare Professional Agreement	
I agree that the information is accurate and up to date.	
Signed:	
Print Name:	
Job Title:	
Date:	
Permission for Emergency Medication	
<input type="checkbox"/> I agree that I/my child can be administered my/their medication by a member of staff in an	

emergency <input type="checkbox"/> I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements <input type="checkbox"/> I agree that I/my child can keep my/their medication with me/them for use when necessary	
Name of medication carried by pupil:	
Signed (Parent)	
Date	
Headteacher Agreement	
It is agreed that (name of Child): <input type="checkbox"/> will receive the above listed medication at the above listed time (see part 6). <input type="checkbox"/> will receive the above listed medication in an emergency (see part 7). This arrangement will continue until: (Either end date of course of medication or until instructed by the pupil's parents/carers).	
Signed (Headteacher):	
Print Name:	
Date:	

 STOCKPORT METROPOLITAN BOROUGH COUNCIL		Stockport  NHS Foundation Trust	
Form 1a - Individual Health Plan - Diabetes			
For pupils with Type 1 Diabetes at School			
Date form completed:			
Date for review:			
Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies held by:			
1. Pupil's Information			
Medical Condition:	Type 1 Diabetes		
Other Medical Conditions:			
Name of School:			
Name of Pupil:			
Class / Form			
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
2. Contact Information			
Pupil's Address:	Postcode:		
Family Contact Information			
1.	Name:		
	Phone (Day):		
	Phone (Evening):		
	Mobile:		
	Relationship with Child:		
2.	Name:		
	Phone (Day):		
	Phone (Evening):		
	Mobile:		

	Relationship with Child:	
Specialist Contact		
Name:		
Phone:		
Consultant		
Name:		
Phone:		
Medical Condition Information		
3. Details of Pupil's Medical Conditions		
Pupils with Type 1 Diabetes require insulin injections every day. Target blood glucose levels are 4-8 mmols/l.		
Signs and symptoms of this pupil's condition that require intervention at school:		
Hypoglycaemia: Low blood glucose ('Hypo')		
Hyperglycaemia: High blood glucose		
Triggers or things that impact on this pupil's blood glucose levels, include exercise, lack of food, too much insulin:		
4. Routine Healthcare Requirements (for example, dietary, therapy, nursing needs or before physical activity)		
Blood glucose testing times:		
Does the pupil need support with glucose testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Snacks and snack times:		
Insulin times:		
What support does the pupil need with insulin injections?	Administration / dose calculation and checking	
Physical Education – blood glucose test? Snack/drink?	Name: 	
5. What to do in an Emergency		
The diabetes related emergency is hypoglycaemia. Hypoglycaemia ('hypo') is a blood glucose below 4.0 mmols/l. A hypo must be treated immediately.		



Action to take: (Wash hands first)

1.	Test blood glucose level: If below 4.0	<p>Immediately give something sugary, a quick-acting carbohydrate such as ONE of the following from the hypo box. (Please indicate which of the following is used) (tick as appropriate)</p> <p> Lucozade <input type="checkbox"/> 50mls <input type="checkbox"/> 75mls Coke or Lemonade <input type="checkbox"/> 100mls <input type="checkbox"/> 150mls Glucose Tablets <input type="checkbox"/> 3 tablets <input type="checkbox"/> 4 tablets <input type="checkbox"/> 5 tablets Pure Fruit Juice <input type="checkbox"/> 200mls <input type="checkbox"/> 300mls GlucoGel <input type="checkbox"/> 1 tube <input type="checkbox"/> 2 tubes </p>						
2.	<p>After 10-15 minutes re-test blood glucose levels. If remain below 4.0 repeat fast acting sugar as above. If above 4.0 give starchy carbohydrate as below.</p>							
3.	<p>A longer-acting carbohydrate will be needed to prevent the blood glucose dropping again.</p>	<p>Such as ONE of the following:</p> <p> <input type="checkbox"/> Portion of fruit <input type="checkbox"/> One individual mini pack of dried fruit <input type="checkbox"/> Cereal bar <input type="checkbox"/> One or two biscuits, please indicate amount below: digestive garibaldi ginger nuts </p> <p> <input type="checkbox"/> Eat lunch containing carbohydrates, if it is lunchtime. Give insulin after eating lunch if hypo before lunch If the pupil is unconscious do not give them anything to eat or drink; put them in the recovery position and call for an ambulance then contact their parents / carers. Name: </p>						
4.	<p>Emergency Medication</p> <p>If the pupil's blood glucose level is too high (hyperglycaemia) they may require extra rapid acting insulin. (Please complete even if it is the same as regular medication)</p> <table border="1" data-bbox="159 1627 1539 1929"> <tr> <td data-bbox="159 1627 574 1753">Name / type of medication (as described on the container):</td> <td data-bbox="574 1627 1539 1753"></td> </tr> <tr> <td data-bbox="159 1753 574 1806">Medication expiry date:</td> <td data-bbox="574 1753 1539 1806"></td> </tr> <tr> <td data-bbox="159 1806 574 1929">Describe what signs of symptoms indicate an emergency for this pupil:</td> <td data-bbox="574 1806 1539 1929"></td> </tr> </table>		Name / type of medication (as described on the container):		Medication expiry date:		Describe what signs of symptoms indicate an emergency for this pupil:	
Name / type of medication (as described on the container):								
Medication expiry date:								
Describe what signs of symptoms indicate an emergency for this pupil:								

	Dose and method of administration (how the medication is taken and the amount)	
	What blood glucose reading = how many units of insulin:	
	Are there any contraindications (signs when medication should not be given e.g. hypoglycaemia?)	
	Are there any side effects that the school needs to know about?	
	Self-administration: Can the pupil administer the medication themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by trained staff named below
	Name(s) of staff trained to administer insulin:	
	Date of training:	
	Is there any other follow-up care necessary?	
	Who should be notified:	(tick as appropriate) <input type="checkbox"/> Parents or Carers <input type="checkbox"/> Specialist <input type="checkbox"/> GP
5.	Regular Medication Taken during School Hours Most pupils with Type 1 diabetes will require rapid acting insulin with their lunch at school.	
	Name & Type of Medication (as described on the container)	
	Medication expiry date:	
	Dose and method of administration:	(The amount taken and how the medication is taken) <input type="checkbox"/> Tablets <input type="checkbox"/> Inhaler <input type="checkbox"/> Injection

		<input type="checkbox"/> Other – please state
	When is it taken (time of day)?	
	Are there any side effects that could affect this pupil at school?	
	Are there any contraindications (signs when this medication should not be given)?	
	Self-administration: Can the pupil administer the medication themselves?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by trained staff named below
	Name(s) of staff trained to administer insulin:	
	Date of Training:	
6.	Regular Medication Taken Outside of School Hours (For background information and to inform planning for residential trips)	
	Name & Type of Medication (as described on the container)	
	Are there any side effects that could affect this pupil at school?	
7.	Any Other Information Relating to the Pupil's Healthcare in School?	
	Consider:	Where will hypo box(es) be kept? Does the pupil require a home-school diary to communicate e.g. blood glucose levels, insulin doses, carbohydrate values of lunch, request for blood glucose testing supplies and hypo treatments? Is the pupil able to carbohydrate count lunch themselves? Does the pupil require insulin before or after eating lunch? Where in school will insulin be stored and administered to/by pupil? Documentation of insulin dose administered? Sharps disposal – parents to provide sharps box?
Permission		

Name:	
<input type="checkbox"/> I agree that my child can have their routine insulin administered in school.	
Permission for Emergency Medication	
<input type="checkbox"/> I agree that I/my child can be administered my/their medication by a member of staff in an emergency <input type="checkbox"/> I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements	
Name of medication carried by pupil:	
Signed (Parent):	
Date:	
Headteacher Agreement	
It is agreed that (name of Child): <input type="checkbox"/> will receive the above listed medication at the above listed time (see part 6). <input type="checkbox"/> will receive the above listed medication in an emergency (see part 7). This arrangement will continue until: (Either end date of course of medication or until instructed by the pupil's parents/carers).	
Signed (Headteacher):	
Print Name:	
Date:	
Parental and Pupil Agreement	
I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.	
Signed (Pupil):	
Print Name:	
Date:	
Signed (Parent) If pupil is below the age of 16)	
Print Name:	
Date:	
Healthcare Professional Agreement	
I agree that the information is accurate and up to date.	
Signed:	
Print Name:	
Job Title:	
Date:	

 STOCKPORT METROPOLITAN BOROUGH COUNCIL		Stockport  NHS Foundation Trust	
Form 1b - Individual Health Plan - Epilepsy For pupils diagnosed with Epilepsy at school who need rescue medication			
Date form completed:			
Date for review:			
Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies held by:			
1. Pupil's Information			
Medical Condition:			
Name of School:			
Name of Pupil:			
Class / Form			
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
2. Contact Information			
Pupil's Address:			
		Postcode:	
Family Contact Information			
a.	Name:		
	Phone (Day):		
	Phone (Evening):		
	Mobile:		
	Relationship with Child:		
b.	Name:		
	Phone (Day):		

	Phone (Evening):	
	Mobile:	
	Relationship with Child:	
Specialist Contact		
Name:		
Phone:		
Consultant		
Name:		
Phone:		

Medical Condition Information	
3. Details of Pupil's Medical Conditions - Seizure Description	
Type 1	
Type 2	
Type 3	
Triggers or things that make this pupil's condition/s worse:	
4. Routine Healthcare Requirements (for example, dietary, therapy, nursing needs or before physical activity)	
Routine Requirements	
Record any seizures on the daily seizure record	
5. What to do in an Emergency	
Emergency procedures	
6. Emergency Medication (Please complete even if it is the same as regular medication)	
Name / type of medication (as described on the container):	
Describe what signs or symptoms indicate an emergency for this pupil:	
Dose and method of administration (how the medication is taken and the amount)	
Are there any contraindications	

(signs when medication should not be given)?	
Are there any side effects that the school needs to know about?	
Self-administration:	<p>Can the pupil administer the medication themselves? (Tick as appropriate)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by: Staff member's name:</p>
Is there any other follow-up care necessary?	
Who should be notified?	<p><input type="checkbox"/> Parents <input type="checkbox"/> Carers</p> <p><input type="checkbox"/> Specialist <input type="checkbox"/> GP</p>
7. Regular Medication taken during School Hours	
Name/type of medication (As described on the container):	
Dose and method of administration (The amount taken and how the medication is taken, e.g. tablets, inhaler, injection)	
When it is taken (Time of day)?	
Are there any side effects that could affect this pupil at school?	
Are there are any contraindications (Signs when this medication should not be given)?	
Self-administration: can the pupil administer the medication themselves?	<p>(Tick as appropriate)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by: Staff member's name:</p>
Medication expiry date:	
8. Regular Medication Taken Outside of School Hours (For background information and to inform planning for residential trips)	
Name/type of medication (as described on the container)	
Are there any side effects that	

the school needs to know about that could affect school activities?	
9. Any other information relating to the pupil's healthcare in schools	
Permission for Emergency Medication	
<input type="checkbox"/> I agree that I/my child can be administered my/their medication by a member of staff in an emergency <input type="checkbox"/> I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements <input type="checkbox"/> I agree that I/my child can keep my/their medication with me/them for use when necessary.	
Name of medication carried by pupil:	
Signed (Parent)	
Date	
Headteacher Agreement	
It is agreed that (name of Child): <input type="checkbox"/> will receive the above listed medication at the above listed time (see part 6). <input type="checkbox"/> will receive the above listed medication in an emergency (see part 7). This arrangement will continue until: (Either end date of course of medication or until instructed by the pupil's parents/carers).	
Signed (Headteacher)	
Print Name:	
Date:	
Parental and Pupil Agreement	
I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.	
Signed (Pupil)	
Print Name:	
Date:	
Signed (Parent) If pupil is below the age of 16)	
Print Name:	
Date:	
Healthcare Professional Agreement	

I agree that the information is accurate and up to date.

Signed:

Print Name:

Job Title:

Date:

Form 1c - Action Plan for Allergic Reactions (EpiPen)

Name: _____

Date of Birth: _____

Allergy to: _____

Medication/EpiPen stored: _____

Plan designed by:

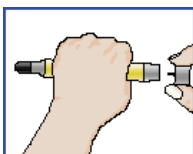
Allergy Team – Royal

Manchester Children's Hospital

Date: _____

HOW TO GIVE EPIPEN

Form fist around EpiPen and pull off the grey cap.



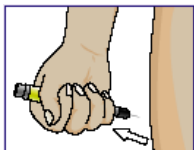
Point the black end towards outer mid-thigh.



Swing / push hard into thigh until a click is heard and hold in place for 10 seconds.



Remove EpiPen and be careful not to touch the needle



MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

ACTION

- Stay with _____ and send for medication
- Give antihistamine – _____
- If _____ were to vomit, it is safe to give a second dose of antihistamine
- Observe, allow to resume classroom activities if no further deterioration and _____ feels ok
- Notify parents

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

ACTION

- Call Ambulance
- Give prescribed EpiPen
- Contact parents
- Phone number _____
- Parent signature _____

Form 1d - Action Plan for Allergic Reaction (JEXT)

Name: _____

Date of Birth: _____

Allergy to: _____

Medication/EpiPen stored: _____

Plan designed by:

Allergy Team – Royal

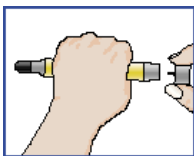
Manchester Children's Hospital

Date: _____

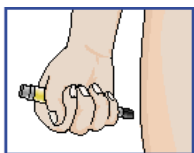
HOW TO GIVE

JEXT

Form fist around JEXT and pull off the yellow cap.

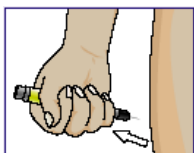
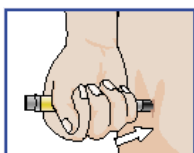


Press the black end towards outer mid-thigh.



Push into thigh until a click is heard and hold in place for 10 seconds.

Remove the JEXT. The black tip will hide the needle.



MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

ACTION

- Stay with _____ and send for medication
- Give antihistamine – _____
- If _____ were to vomit, it is safe to give a second dose of antihistamine
- Observe, allow to resume classroom activities if no further deterioration and _____ feels ok
- Notify parents

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

ACTION

- Call Ambulance
- Give prescribed **JEXT**
- Contact parents
- Phone number _____
- Parent signature _____

Form 1e - Action Plan for Allergic Reactions plus Asthma - JEXT

Name: _____

Date of Birth: _____

Allergy to: _____

Medication/JEXT stored: _____

Plan designed by:

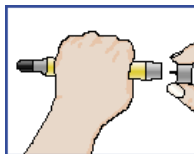
Allergy Team - Royal

Manchester Children's Hospital

Date: _____

HOW TO GIVE JEXT

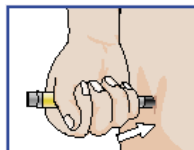
Form fist around JEXT and pull off the yellow cap.



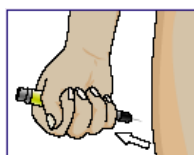
Place the black end towards outer mid-thigh.



Push firmly into thigh until a click is heard and hold in place for 10 seconds.



Remove JEXT the black tip will hide the needle



MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

ACTION

- Stay with _____ and send for medication
- Give antihistamine – _____
- If _____ were to vomit, it is safe to give a second dose of antihistamine
- Give 2 – 4 puffs of the **blue inhaler** via a spacer and repeat every 2 minutes if required.
- Observe, allow to resume classroom activities if no further deterioration and _____ feels ok
- Notify parents

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

ACTION

- Call Ambulance
- Give prescribed JEXT
- Further puffs of the blue inhaler can be given if necessary
- Contact parents
- Phone number _____
- Parent signature _____

Form 1f - Action Plan for Allergic Reactions with Asthma - EpiPen

Name: _____

Date of Birth: _____

Allergy to: _____

Medication/EpiPen stored: _____

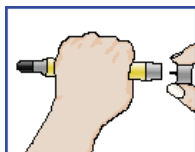
Plan designed by:

Allergy Team - Royal

Manchester Children's Hospital

Date: _____

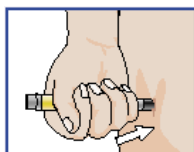
HOW TO GIVE EPIPEN



Form fist around EpiPen and pull off the grey cap.

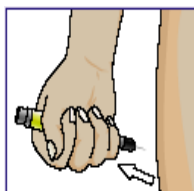


Point the black end towards outer mid-thigh.



Swing / push hard into thigh until a click is heard and hold in place for 10 seconds.

Remove EpiPen and be careful not to touch the needle.



MILD TO MODERATE ALLERGIC REACTION

- Itching / tingling of lips, tongue, mouth
- Swelling of face, lips, eye lids
- Red, raised, itchy rash
- Hives or wheals
- Vomiting / tummy pain

ACTION



- Stay with _____ and send for medication
- Give antihistamine – _____
- If _____ were to vomit, it is safe to give a second dose of antihistamine
- Give 2 – 4 puffs of the blue inhaler via a spacer and repeat every 2 minutes if required.
- Observe, allow to resume classroom activities if no further deterioration and _____ feels ok
- Notify parents

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficulty / noisy breathing
- Wheeze / persistent cough
- Difficulty talking / hoarse voice
- Dizziness / feeling faint

ACTION

- Call Ambulance
- Give prescribed **EpiPen**
- Further puffs of the **blue inhaler** can be given if necessary
- Contact parents
- Phone number _____
- Parent signature _____

 STOCKPORT METROPOLITAN BOROUGH COUNCIL		Stockport  NHS Foundation Trust	
Form 1g - Individual Health Plan - Asthma For pupils with complex health needs at school			
Date form completed:			
Date for review:			
Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Copies held by:			
1. Pupil's Information			
Medical Condition:			
Name of School:			
Name of Pupil:			
Class / Form			
Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
2. Contact Information			
Pupil's Address			
		Postcode:	
Family Contact Information			
a.	Name		
	Phone (Day)		
	Phone (Evening)		
	Mobile		
	Relationship with Child		
b.	Name		
	Phone (Day)		
	Phone (Evening)		

	Mobile	
	Relationship with Child	
GP		
Name		
Phone		
Specialist Contact		
Name		
Phone		
Medical Condition Information		
3. Details of Pupil's Medical Conditions		
Signs and symptoms of this pupil's condition:		
Triggers or things that make this pupil's condition/s worse:		
4. Routine Healthcare Requirements (For example, dietary, therapy, nursing needs or before physical activity)		
During school hours:		
Outside school hours:		
5. What to do in an Emergency (Asthma UK Guidelines)		
Common signs of an Asthma attack:	<ul style="list-style-type: none"> ° Coughing ° Shortness of Breath ° Being unusually quiet ° Wheezing ° Tightness in the chest ° Difficulty in speaking full sentences 	
	<p>KEEP CALM – DO NOT PANIC</p> <p>ENCOURAGE THE CHILD TO SIT UP AND FORWARD – DO NOT HUG THEM OR LIE THEM DOWN</p> <p>MAKE SURE THE PUPIL TAKES TWO PUFFS OF THEIR RELIEVER INHALER (USUALLY BLUE) USING THEIR SPACER</p> <p>ENSURE TIGHT CLOTHING IS LOOSENEED</p> <p>REASSURE THE PUPIL</p> <p>TWO PUFFS OF THEIR RELIEVER EVERY 2 MINUTES UP TO 5 TIMES, OR UNTIL THEIR SYMPTOMS IMPROVE.</p>	

CALL 999 URGENTLY IF:

THEIR SYMPTOMS DO NOT IMPROVE AFTER 10 PUFFS

THEY ARE TOO BREATHLESS TO TALK

THEIR LIPS ARE BLUE OR IF IN ANY DOUBT

CONTINUE TO GIVE 2 PUFFS EVERY 2 MINUTES OF THEIR INHALER UNTIL THE AMBULANCE ARRIVES.

Dear Parent

Re: The Individual Health Plan

Thank you for informing the school of your child's medical condition. With advice from the Department for Education and the school's governing bodies, we are working with schools to follow our shared medical conditions policy.

As part of this policy, we are asking all parents/carers of children with a complex health need to help us by completing an Individual Health Plan for their child. Please complete the plan enclosed and return it to school. If you would prefer to meet me to complete the Individual Health Plan or if you have any questions then please contact me via the school's Inclusion Coordinator.



Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school and school nurse are kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

Thank you for your help.

Yours sincerely

Appendix 15 ~ Staff Training Record

 STOCKPORT METROPOLITAN BOROUGH COUNCIL		Stockport  NHS Foundation Trust
Form 4 - Staff Training Record		
Name of School:		
Type of training received:		
Date training completed:		
Training provided by:		
Trainer Job Title and Profession:		

I confirm that the people listed above have received this training	
Name of people attending training	
1.	
2.	
3.	
4.	
5.	

Trainer's Signature:	
Date:	
Use a separate sheet if more than five people have received training	

I confirm that the people listed above have received this training	
Headteacher signature:	
Print Name:	
Date:	
Suggested date for update training:	

	STOCKPORT METROPOLITAN BOROUGH COUNCIL	Stockport  NHS Foundation Trust
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Form 5 - for Visits and Journeys

This form is to be returned by (date):	
School or Youth Centre:	
Course or Activity	
Date of Course / Activity:	

Student Details	
Surname:	
Forename(s):	
Date of Birth	

Medical Information		
	Please indicate	
Does your son/daughter suffer from any illness or physical disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please describe:
If medical treatment is required, please describe:		
To the best of your knowledge has she/he been in contact with any contagious or infectious disease during the past four weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please give brief details:
Is he/she allergic to any medication:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please give brief details:
*Has your son/daughter received a tetanus injection in the last 5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate any special dietary requirements due to medical, religious or moral reasons:		

* This may have been as part of the routine vaccination programme. Please check either the child's RED book or GP.

Parental Declaration	
<p>I give permission for my daughter/son (insert name) to take part in the above activity as described, including all organised activities.</p> <p>I undertake to inform the visit organiser or the Headteacher as soon as possible of any relevant change in medical circumstances occurring before the journey.</p> <p>I hereby authorise any accompanying member of staff of the school to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner during the visit.</p> <p>I understand the extent and limitations of the insurance cover provided.</p>	
Contact Information	
Address:	
Home Telephone No.	
Work Telephone No.	
Emergency contact address if different from that above	
Address:	
Tel No.	
Name of Family Doctor:	
Telephone Nos.	
Address:	
Signed: Parent / Guardian	

Permission to Receive Medicine in School – SHORT TERM form should be completed daily for any child to receive any ‘over-the-counter’ medicines containing paracetamol.

NB Paracetamol is an everyday drug, but it is potentially dangerous if too much is taken. Be careful to keep it out of the reach of children.

Many medicines that you can buy for colds or pain contain paracetamol (this information is given on the label). Do not give such medicines to a child at the same time, or four hours before or after giving paracetamol.

If the paracetamol does not seem to be helping the child’s pain, contact the parent or carer for advice. Do not give extra doses of paracetamol.

Write down the time, date and child’s name each time that you give paracetamol and ensure that you do not give too much.

Make sure that the medicines you have at school have not reached the ‘best before’ or ‘use by’ date on the packaging. Give out of date medicines to your pharmacist to dispose of.

Contacting Emergency Services

Dial 9 for an outside line. Then.....

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number: **0161 439 1105**
2. Give your location as follows: **Pownall Green School, Bramhall Lane South**
3. State the postcode: **SK7 2EB**
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.

Speak clearly and slowly

- ✓ Do not hang up until the information has been repeated back to you.
- ✓ Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
- ✓ Never cancel an ambulance once it has been called.
- ✓ If the child has an Individual Health Plan, this should go with the child to the emergency setting.

Put a completed copy of this form by phones around the school

How to administer BUCCOLAM® (midazolam oromucosal solution)

About BUCCOLAM® (midazolam oromucosal solution)

BUCCOLAM is used to treat prolonged, acute, convulsive seizures in infants, toddlers, children and adolescents (from 3 months to <18 years of age).

- BUCCOLAM must only be used by parents/carers where the patient has been diagnosed to have epilepsy.
- For infants 3–6 months of age treatment should be provided in a hospital setting where monitoring is possible and resuscitation equipment is available.

BUCCOLAM is supplied in age-specific, pre-filled, needle-free, oral syringes.

- Each syringe contains the correct dose prescribed for an individual patient and is contained within a protective plastic tube.
- Syringes are colour-coded according to the prescribed dose for a particular age range.
- Your doctor will prescribe the appropriate dose for the individual patient.



Please refer to the Patient Information Leaflet before using BUCCOLAM. This leaflet also contains full information on contraindications, precautions and all possible side effects.

Do not pass the medicine on to other people to treat their children; it may harm them.

Storage

Keep BUCCOLAM out of the sight and reach of children. Do not refrigerate or freeze. Keep the syringe in the protective plastic tube until use.

Additional information from the healthcare provider:



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BUCCOLAM is a registered trademark of Aurilio Ltd, a wholly owned subsidiary of ViroPharma SPRL-BVBA.

12/2011

Step-by-step guide for the administration of BUCCOLAM® (midazolam oromucosal solution)

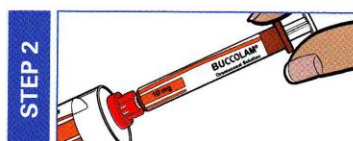
Before use, always check the expiry date stated on the carton, tube and syringe labels. BUCCOLAM should not be used if any of the protective plastic tubes containing the syringes have been opened or are damaged.

Your doctor or nurse will tell you how long to wait after the start of a seizure before you should give BUCCOLAM.



STEP 1

When someone is having a seizure, it is important that you allow their body to move freely; do not attempt to restrain any movement. You should only move the patient if they are close to immediate danger, e.g. deep water, an open flame or sharp objects. If other people are around, ask them to stay calm and give the patient plenty of room; explain that the patient is experiencing a seizure.



STEP 2

Take one plastic tube, break the tamper-proof seal and remove the syringe containing BUCCOLAM.



STEP 3

Remove and discard the red syringe cap before use to avoid choking. Do not put a needle on the syringe. BUCCOLAM must not be injected. Each syringe is pre-filled with the dose prescribed to be given for one treatment.



STEP 4

To administer BUCCOLAM, cushion the patient's head with something soft. If the patient is already seated, you may find it easier to support their head against your body, leaving your hands free to administer BUCCOLAM.



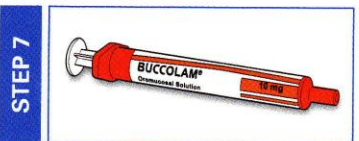
STEP 5

Gently pull back the patient's cheek, just enough to put the end of the syringe into the side of their mouth, between the gum and cheek (buccal cavity). Angle the syringe to ensure that the end is well within the buccal cavity.



STEP 6

Slowly press the syringe plunger to release the full amount of BUCCOLAM into the side of the mouth. Don't try to squirt the liquid into the mouth or release it too quickly, as this may result in spillage. It may be easier to give about half the BUCCOLAM dose into one side of the mouth, and the other half into the other side.



STEP 7

After giving BUCCOLAM, keep the empty syringe to give to a doctor or paramedic so that they know what dose has been given. Make a note of the time BUCCOLAM was given and the duration of the seizure. Watch out for any specific symptoms, such as a change in breathing pattern.



STEP 8

Keep the patient in a comfortable position; it may be helpful to loosen any tight clothing. Be calm and stay with the patient until the seizure is over and they have regained consciousness. They may be tired, confused or embarrassed. Reassure them and be understanding while they rest and regain strength.

Telephone for an ambulance immediately if:

- the seizure does not stop within 10 minutes of giving BUCCOLAM
- you cannot administer BUCCOLAM, or cannot give the full prescribed dose
- the patient's breathing slows down or stops
- you are concerned about the patient.

Never give another dose of BUCCOLAM, even if:

- the seizure does not stop
- the patient vomits or salivates.

Common signs of an asthma attack:

- + coughing
- + shortness of breath
- + wheezing
- + feeling tight in the chest
- + being unusually quiet
- + difficulty speaking in full sentences
- + sometimes younger children express feeling tight in the chest and a tummy ache.

Do . . .

- + keep calm
- + encourage the pupil to sit up and slightly forward – do not hug them or lie them down
- + make sure the pupil takes two puffs of their reliever inhaler (usually blue) immediately – preferably through a spacer
- + ensure tight clothing is loosened
- + reassure the pupil.

If there is no immediate improvement

- + Continue to make sure the pupil takes two puffs of reliever inhaler every two minutes for five minutes or until their symptoms improve.

999 Call an ambulance urgently if any of the following:

- + the pupil's symptoms do not improve after 10 puffs
- + the pupil is too breathless or exhausted to talk
- + the pupil's lips are blue
- + you are in any doubt.

Ensure the pupil takes two puffs of their reliever inhaler every two minutes until the ambulance arrives.

After a minor asthma attack

- + Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities.
- + The parents/carers must always be told if their child has had an asthma attack.

Important things to remember in an asthma attack

- + Never leave a pupil having an asthma attack.
- + If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.
- + In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- + Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- + Send a pupil to get another teacher/adult if an ambulance needs to be called.
- + Contact the pupil's parents/carers immediately after calling the ambulance.
- + A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent arrives.
- + Generally staff should not take pupils to hospital in their own car.

Do not cancel an ambulance once called, even if the pupil's condition appears to have improved.

Appendix 21 ~ Anaphylaxis Emergency Procedures

Anaphylaxis has a whole range of symptoms

Any of the following may be present, although most pupils with anaphylaxis would not necessarily experience all of these:

- + generalised flushing of the skin anywhere on the body
- + nettle rash (hives) anywhere on the body
- + difficulty in swallowing or speaking
- + swelling of throat and mouth
- + alterations in heart rate
- + signs of breathlessness and/or severe asthma symptoms (see asthma section for more details)
- + abdominal pain, nausea and vomiting
- + sense of impending doom
- + sudden feeling of weakness (due to a drop in blood pressure)
- + collapse and unconsciousness

Do

If a pupil with allergies shows any possible symptoms of a reaction, immediately seek help from a member of staff trained in anaphylaxis emergency procedures. Ensure all members of staff know who is trained.

The trained member of staff should:

- + assess the situation
- + follow the pupil's emergency procedure closely. These instructions will have been given by the paediatrician/healthcare professional during the staff training session and/or the protocol written by the pupil's doctor
- + administer appropriate medication in line with perceived symptoms

999 If they consider that the pupil's symptoms are cause for concern, **call for an ambulance**

State:

- + the name and age of the pupil.
- + that you believe them to be suffering from anaphylaxis
- + the cause or trigger (if known)
- + the name, address and telephone number of the school
- + **call the pupil's parents/carers.**

While awaiting medical assistance the designated trained staff should:

- + continue to assess the pupil's condition
- + position the pupil in the most suitable position according to their symptoms.

Symptoms and the position of pupil

- + If the pupil is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should NOT stand up.
- + If there are also signs of vomiting, lay them on their side to avoid choking.
- + If they are having difficulty breathing caused by asthma symptoms or by swelling of the airways they are likely to feel more comfortable sitting up.

Do

- + **If symptoms are potentially life-threatening**, give the pupil their adrenaline injector into the outer aspect of their thigh. Make sure the used injector is made safe before giving it to the ambulance crew. Either put it in a rigid container or follow the instructions given at the anaphylaxis training.
- + **Make a note of the time the adrenaline** is given in case a second dose is required and also to notify the ambulance crew.
- + **On the arrival of the paramedics or ambulance crew** the staff member in charge should inform them of the time and type of medicines given. All used adrenaline injectors must be handed to the ambulance crew.

After the emergency

- + After the incident carry out a debriefing session with all members of staff involved.
- + Parents/carers are responsible for replacing any used medication.

Do not cancel an ambulance once called, even if the pupil's condition appears to have improved.

Hyperglycaemia

If a pupil's blood glucose level is high (over 10mmol/l) and stays high.

Common symptoms:

- + thirst
- + frequent urination
- + tiredness
- + dry skin
- + nausea
- + blurred vision.

Do . . .

Call the pupil's parents who may request that extra insulin be given.
The pupil may feel confident to give extra insulin.

999

If the following symptoms are present, then call the emergency services:

- + deep and rapid breathing (over-breathing)
- + vomiting
- + breath smelling of nail polish remover.

Hypoglycaemia

What causes a hypo?

- + too much insulin
- + a delayed or missed meal or snack
- + not enough food, especially carbohydrate
- + unplanned or strenuous exercise
- + drinking large quantities of alcohol or alcohol without food
- + no obvious cause

Watch out for:

- | | |
|------------------------------|---|
| + hunger | + glazed eyes |
| + trembling or shakiness | + pallor |
| + sweating | + mood change, especially angry or aggressive behaviour |
| + anxiety or irritability | + lack of concentration |
| + fast pulse or palpitations | + vagueness |
| + tingling | + drowsiness. |

Do

Immediately give something sugary, a quick-acting carbohydrate such as one of the following:

- + a glass of Lucozade, coke or other non-diet drink
- + three or more glucose tablets
- + a glass of fruit juice
- + five sweets, e.g. jelly babies
- + GlucoGel

The exact amount needed will vary from person to person and will depend on individual needs and circumstances.

After 10 – 15 minutes recheck the blood sugar again. If it is below 4 give another sugary quick acting carbohydrate.

This will be sufficient for a pump user but for pupils who inject insulin a longer-acting carbohydrate will be needed to prevent the blood glucose dropping again.

- + roll/sandwich
- + portion of fruit
- + one individual mini pack of dried fruit
- + cereal bar
- + two biscuits, e.g. garibaldi, ginger nuts
- + or a meal if it is due.

If the pupil still feels hypo after 15 minutes, something sugary should again be given. When the child has recovered, give them some starchy food, as above.

999

If the pupil is unconscious do not give them anything to eat or drink; call for an ambulance and contact their parents/carers.

First aid for seizures is quite simple, and can help prevent a child from being harmed by a seizure. First aid will depend on the individual child's epilepsy and the type of seizure they are having. Some general guidance is given below, but most of all it is important to keep calm and know where to find help.

Tonic-clonic seizures

Symptoms:

- + the person loses consciousness, the body stiffens, then falls to the ground
- + this is followed by jerking movements
- + a blue tinge around the mouth is likely, due to irregular breathing
- + loss of bladder and/or bowel control may occur
- + after a minute or two the jerking movements should stop and consciousness slowly returns

Do . . .

- + protect the person from injury – (remove harmful objects from nearby)
- + cushion their head
- + look for an epilepsy identity card or identity jewellery. These may give more information about a pupil's condition, what to do in an emergency, or a phone number for advice on how to help
- + once the seizure has finished, gently place them in the recovery position to aid breathing
- + keep calm and reassure the person
- + stay with the person until recovery is complete

Don't . . .

- + restrain the pupil
- + put anything in the pupil's mouth
- + try to move the pupil unless they are in danger
- + give the pupil anything to eat or drink until they are fully recovered.
- + attempt to bring them round

999

Call for an ambulance if . . .

- + you believe it to be the pupil's first seizure
- + the seizure continues for more than five minutes
- + one tonic-clonic seizure follows another without the person regaining consciousness between seizures
- + the pupil is injured during the seizure
- + you believe the pupil needs urgent medical attention

Symptoms of seizures involving altered consciousness or behaviour

Simple partial seizures

- + twitching
- + numbness
- + sweating
- + dizziness or nausea
- + disturbances to hearing, vision, smell or taste
- + a strong sense of déjà-vu.

Complex partial seizures

- + plucking at clothes
- + smacking lips, swallowing repeatedly or wandering around
- + the person is not aware of their surroundings or of what they are doing.

Atonic seizures

- + sudden loss of muscle control causing the person to fall to the ground. Recovery is quick.

Myoclonic seizures

- + brief forceful jerks which can affect the whole body or just part of it
- + the jerking could be severe enough to make the person fall.

Absence seizures

- + the person may appear to be daydreaming or switching off. They are momentarily unconscious and totally unaware of what is happening around them.

Do . . .

- + guide the person away from danger
- + look for an epilepsy identity card or identity jewellery. These may give more information about a person's condition, what to do in an emergency, or a phone number for advice on how to help.
- + stay with the person until recovery is complete
- + keep calm and reassure the person
- + explain anything that they may have missed

Don't . . .

- + restrain the person
- + act in a way that could frighten them, such as making abrupt movements or shouting at them
- + assume the person is aware of what is happening, or what has happened
- + give the person anything to eat or drink until they are fully recovered
- + attempt to bring them round

999 Call for an ambulance if . . .

- + one seizure follows another without the person regaining awareness between them
- + the person is injured during the seizure
- + you believe the person needs urgent medical attention

Do not cancel an ambulance once called, even if the pupil's condition appears to have improved.