

CONNOR DOWNS SCHOOL

Medical Conditions in School Policy

September 2014



Policy Statement:

At Connor Downs Primary School we believe that everyone has the right to be included and respected in our happy, safe, friendly and stimulating environment.

We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed.'

1. Connor Downs School is an inclusive community that aims to support and welcome pupils with medical conditions.

- a. Connor Downs 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. Connor Downs School aims to provide all children with all medical conditions the same opportunities as others at the school. We will help to ensure they can
 - Stay healthy
 - Be safe
 - Achieve economically
 - Contribute to society positively
 - Enjoy life

- c. Pupils with medical conditions are encouraged to take control of their own condition. Pupils feel confident in the support they receive from the school to help them do so.
- d. Connor Downs School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- e. All staff feel confident in knowing what to do in an emergency.
- f. The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- g. The school understands the importance of medication being taken as prescribed.
- h. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

2. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.

- a. Parents are informed about the medical conditions policy:
 - At the start of the school year when communication is sent out about healthcare plans
 - In the school newsletter at intervals throughout the school year
 - When their child is enrolled as a new pupil
 - Via the school website, available year round
- b. School staff are informed and reminded about the medical conditions policy
 - Through hard copies provided in the staff room
 - By email
 - At scheduled medical conditions training
- c. All supply and temporary staff are informed of the policy and their responsibilities

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. All staff are aware of the most common serious medical conditions at this school.
- b. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required under common law to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

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

- d. Training is refreshed for all staff at least once a year.
- e. Actions for staff to take in an emergency for the common serious conditions at school are displayed in prominent locations for all staff including staff room, office and classrooms. (See Appendix 1)
- f. Connor Downs School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. Connor Downs School has procedures in place so that a copy of the pupil's Healthcare 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.

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

- a. All staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
 - Which members of staff have first aid training, and how to contact them
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general emergency is displayed in prominent locations for all staff, including the staff room, office and classrooms.
- d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows.
- e. Generally, staff should not take pupils to hospital in their own car. The school has clear guidance from the local authority on when (and if) this is appropriate.

5. **The school has clear guidance on the administration of medication at school**

5.1 Administration – emergency medication

- a. All pupils at this school with medical conditions have **easy access to their emergency medication**.
- b. All pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. Pupils have access to their emergency medication at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

- c. Pupils know where their medication is stored and how to access it.
- d. Pupils who do not administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

5.2 Administration – general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of Kerry Gallagher.
- b. Connor Downs School understands the importance of medication being taken as prescribed.
- c. 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.
- d. Some 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 prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- e. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- f. Parents at Connor Downs 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.
- g. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- h. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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.
- i. If a pupil misuses medication, either their own or another pupil's, their parents will be informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

6. Connor Downs School has clear guidance on the storage of medication at school

6.1 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. 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. Pupils have access to their emergency medication at all times, including to activities outside of the classroom, and know exactly where to access their emergency medication.
- c. A box is provided for each class to safely store emergency medication, and this is taken to all class activities outside the classroom.

6.2 Safe storage – non-emergency medication

- a. All prescribed non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

6.3 Safe storage – general

- a. Kerry Gallagher ensures the correct storage of medication at school.
- b. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- c. Three times a year Kerry Gallagher checks the expiry dates for all medication stored at school.
- d. Kerry Gallagher, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- e. All medication is supplied and stored, wherever possible, 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.
- f. Medication is stored in accordance with instructions, paying particular note to temperature.
- g. Some medication for pupils at Connor Downs 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 in a secure area, inaccessible to unsupervised pupils.
- h. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- i. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

6.4 Safe disposal

- a. Parents at Connor Downs School are asked to collect out-of-date medication.
- b. If parents 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.
- c. Kerry Gallagher is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- d. Sharps boxes are used for the disposal of needles. Parents 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.
- e. If a sharps box is needed on an off-site or residential visit, Kerry Gallagher is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- f. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

7. Connor Downs School has clear guidelines about record keeping

7.1 Enrolment forms

- a. Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

7.2 Healthcare Plans

- a. Connor Downs School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
(See Appendix 1)
- b. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:
 - at the start of the school year
 - at enrolment
 - when a diagnosis is first communicated to the school.
- c. If a pupil has a short-term medical condition that requires prescribed medication during school hours, a medication form is given to the pupil's parents to complete. **(See Appendix 2)**

- d. Parents, healthcare professionals and the pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- e. Connor Downs School ensures that Hilary Palmer (Inclusion Manager) is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

7.3 School Healthcare Plan register

- a. Healthcare Plans are used to create a centralised register of pupils with medical needs. Kerry Gallagher has responsibility for the register at this school.

7.4 Ongoing communication and review of Healthcare Plans

- a. Parents at this school are regularly reminded to update their child's Healthcare 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.
- b. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

7.5 Storage and access to Healthcare Plans

- a. Parents and pupils at Connor Downs School are provided with a copy of the pupil's current agreed Healthcare Plan.
- b. Healthcare Plans are kept in the school office.
- c. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- d. 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 (and have access to) the Healthcare Plans of pupils in their care.
- e. Connor Downs School ensures that all staff protect pupil confidentiality.
- f. Connor Downs School seeks permission from parents to allow the Healthcare Plan to 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 permission is included on the Healthcare Plan.

7.6 Use of Healthcare Plans

Healthcare plans are used by Connor Downs School to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause

emergencies. This school uses this information to help reduce the impact of common triggers

- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

7.7 Consent to administer medicines

- a. If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A Permission to Dispense Medicines form (**see Appendix 2**) is sent to parents for pupils taking short courses of prescribed medication.
- b. Connor Downs School will not dispense any non-prescription medicines to pupils.
- c. All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- d. If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.
- e. Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

7.8 Residential visits

- a. Parents are sent a residential visit form to be completed and returned to school shortly 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.
- b. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

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

7.9 Other Record Keeping

- a. Connor Downs School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. (See Appendix 5)
- b. Connor Downs School holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- c. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.
- d. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

8. Connor Downs School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

8.1 Physical environment

- a. Connor Downs School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

8.2 Social interactions

- a. Connor Downs 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.
- b. Connor Downs School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access

to extended school activities such as school discos, school productions, after school clubs and residential visits.

- c. All staff at Connor Downs 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.
- d. 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.

8.3 Exercise and physical activity

- a. Connor Downs School understands the importance of all pupils taking part in sports, games and activities.
- b. Connor Downs School ensures 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.
- c. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- d. Connor Downs 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 minimize these triggers.
- e. Connor Downs School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

8.4 Education and Learning

- a. Connor Downs 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.
- b. Teachers at Connor Downs 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 SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

8.5 Risk Assessments

- a. Risk assessments are carried out by Connor Downs School prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency

medication will be stored and administered, and where help can be obtained in an emergency.

- b. Connor Downs School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Connor Downs School considers additional medication and facilities that are normally available at school.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- a. Connor Downs School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils 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:

Head teacher

The Head teacher has overall responsibility for ensuring this policy is implemented, and 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
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

All School Staff

All 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
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them 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
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed

Teaching Staff

All Teachers have a responsibility to:

- ensure pupils who have been unwell 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
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition

First Aiders

Staff members with current First Aid training have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called

SEN Co-Ordinators

The Inclusion Manager has a responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition

- assist parents in completing Healthcare Plans if necessary
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work

*Parents**

Parents have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school 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
- provide the school with appropriate spare 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

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

Pupils

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, 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
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Appendix 1 - Healthcare Plan

Appendix 2 – Permission to dispense medication form

Appendix 3 – Common medical conditions awareness information

Asthma awareness for school staff

What to do in an asthma attack

- Keep calm.
- Encourage the child or young person to sit up and slightly forward.
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Ring for a first aider to come to the student.

If there is no immediate improvement

- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.

Call 999 or a doctor urgently if:

- The child or young person's symptoms do not improve in 5–10 minutes.
- The child or young person is too breathless or exhausted to talk.
- The child or young person's lips are blue.
- You are in doubt.

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

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

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 another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

Epilepsy awareness for school staff

Complex partial seizures - Common symptoms

- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

Ring for a first aider to come to the student.

Call 999 for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

Do...

- Guide the person from danger
- Stay with the person until recovery is complete
- Be calmly reassuring

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
- Explain anything that they may have missed

Tonic-clonic seizures - Common symptoms:

- the person goes stiff,
- loss of consciousness
- falls to the floor

Do...

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the person's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call 999 for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

Anaphylaxis awareness for staff

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.

Eczema -cracked, dry, weepy or broken skin. Red cheeks.

Angiodema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:

These could include any of the above together with:

- Difficulty in swallowing or speaking.
- Difficulty in breathing -severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

TREATMENT

- Ring for staff member trained in administering epipens (list of trained staff in office)
- Send a student or member of staff to student services to collect spare epipen from office and to ask them to ring for an ambulance and parents.
- If student conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.
- If student is conscious and alert ask them to self-administer their own epipen. If student unconscious, trained member of staff to administer epipen as per training. Record time of giving.
- If no improvement within 5 minutes then 2nd epipen to be administered.
- Keep used epipens and give to paramedics when they arrive.

Diabetes awareness and treatment for staff

What is Diabetes?

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:

Hypoglycaemia:

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

Hyperglycaemia:

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

First aid aims

Hypoglycaemia:

- Raise blood sugar level as quickly as possible
- Get casualty to hospital, if necessary

Hyperglycaemia:

- Get casualty to hospital as soon as possible

Treatment

Hypoglycaemia:

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.

- If consciousness is impaired, do not give them anything to eat or drink.
Dial 999 for an ambulance

Hyperglycaemia:

- Call 999 immediately

Further actions

If the casualty loses consciousness

- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation