

IVYBRIDGE COMMUNITY COLLEGE

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR SUPPORTING THE ADMINISTRATION OF MEDICINE

| | |
|---|----------------------------|
| Principal: | Rachel Hutchinson |
| Assistant Principal: | Claire Warne |
| Contact details: | icc@ivybridge.devon.sch.uk |
| This policy will be reviewed annually by the College | Next review August 2026 |

Mission Statement

"Ivybridge Community College aims to provide an integrated, comprehensive curriculum in an environment where the whole learning experience is one of opportunity, endeavour, achievement and excellence."

Associated documents

- Westcountry Schools Trust Health and Safety Policy
- Westcountry Schools Trust First Aid Policy
- Ivybridge Community College First Aid Policy
- Ivybridge Community College First Aid Procedures

Purpose

The staff of Ivybridge Community College wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The College and Trust will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

Responsibility

The College's insurance will cover liability relating to supporting students with the administration of medications after appropriate documentation has been received.

Ivybridge Community College will be responsible for ensuring:

- procedures being followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
- procedures being followed when a student moves to the school mid-term or when a student has a new diagnosis

The above procedures will be monitored and reviewed by the Inclusion team and supported by all staff

Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between the healthcare professionals, parents/carers, students and College staff to support the student's access to education as well as overcoming any barriers. The IHCP will include:

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- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, timings, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
- c) The team to provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
- d) Cover arrangements and who in the College needs to be aware of the student's condition and the support required including supply staff
- e) Arrangements for written permission from parents for medication
- f) Arrangements or procedures for College trips or other College activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
- g) The designated individuals to be entrusted with the above information
- h) Procedures in the event of the student refusing to take prescribed medication or follow necessary guidance from their health care professional

The College Principal in combination with the SENDco will have the final decision on whether an Individual Health Care Plan is required.

Students with asthma

Ivybridge Community College has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.

The Operations Manager will be responsible for ensuring the following:

- Instructing all staff on the existence of this policy
- Making all staff aware of who are the designated staff and how to access their help

The Operations Manager will be responsible for ensuring that designated staff:

- Recognise the signs of an asthma attack and when emergency action is necessary
- Know how to administer inhalers through a spacer
- Make appropriate records of attacks

The College Medical Assistants will be responsible for the storage, care and disposal of asthma medication.

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The Medical Assistants will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

The College Medical Assistants will be responsible for supporting the Administration of this medication.

The College Medical Assistants or Inclusion team will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

Students with anaphylaxis

Ivybridge Community College has decided to hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils who have been diagnosed with anaphylaxis and prescribed an auto-injector.

The Operations Manager and the Inclusion Team will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an anaphylaxis attack
- Instructing all staff on the existence of this policy
- Instructing all staff on how to check the student medical register
- Instructing all staff on how to access the auto-injector
- Making all staff aware of who are the designated staff and how to access their help

The Operations Manager and the Inclusion Team will be responsible for ensuring that designated staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary
- Know how to administer the auto-injectors
- Make appropriate records of attacks

The College Medical Assistants will be responsible for the storage, care and disposal of the adrenaline auto-injector.

The Inclusion Team and College Medical Assistants will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.

The College Medical Assistants will be responsible for supporting the administration of this medication.

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The Inclusion Team and College Medical Assistants will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

1. The College Principal will accept responsibility in principle for appointed members of the college staff giving or supervising a student taking medication during the College Day after an individual medication plan has been completed and signed by a parent/carer or medical professional if appropriate.
2. Any parent/carer requesting the College to support a student with the administration of medication will be able to obtain a copy of this policy.
3. Prescribed medication will be accepted and the College Medical Assistants will support the administration in this establishment following the guideline set out by the medical professional who has prescribed the medication.
4. Non-prescription medication will only be accepted once an individual Medication Plan has been completed and signed by the parent/carer. The College Medical Assistants will then support the administration of this medication in this establishment following the guidelines set out in the Individual Medication Plan and in conjunction with any packaging instructions on the medication.
5. All non-emergency medication will be taken inside the College Medical Room where the student will be supervised at all times during the process of their taking agreed medication.
6. Students will only be allowed to self-administer medication with the support of the College Medical Assistants for the medical reasons set out in the Individual Medication Plan.
7. The only medication that College staff will be able to fully administer in an emergency situation where the student is unable to do so and once appropriate training has been given to college staff is prescription only medication specified in Schedule 19 of the Medicines Regulations 2012 Adrenaline 1:1000 up to 1 mg for intramuscular use in anaphylaxis is an example.
8. Only reasonable quantities of medication will be accepted
9. Each item of medication should be delivered in its original dispensed container and handed directly to the Main College Reception Staff or the College Medical Assistants based in the medical room authorised by the Headteacher.
10. Each item of medication should be clearly labelled with the following information:
 - Student's name
 - Year Group
 - Name of medication

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- Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
11. The College will not accept items of medication which are in unlabelled containers or not in their original container.
 12. Unless otherwise indicated, all medication will be kept in the Medical Room
 13. Staff supporting with the administration of medication will record and sign each time a medicine is taken. Written records of all medication taken by every pupil will be held by the College in a secure location on the medical event log and may be made available to parents on request.
 14. If a pupil refuses to take their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHCP.
 15. Where it is appropriate to do so, students will be encouraged to administer their own medication - if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them if it is appropriate. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students will not be allowed to carry these.
 16. It is the responsibility of parents/carers to notify the College if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication. An updated Individual Medication Plan will also be required if there are any changes to the original plan.
 17. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance.
 18. The College will make every effort to continue the support with the administration of medication to a student whilst on activities away from the premises.

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Residential and Similar Offsite Activities

Risk assessments are carried out by this College prior to any out-of-College visit and medical conditions are considered during this process. Factors this College considers includes how all students 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.

The College understands that there may be additional medication, equipment, or other factors to consider when planning residential visits. The College considers additional medication and facilities that are not normally available at College.

Common Triggers

Common triggers can make medical conditions worse or can bring on an emergency. The College actively works towards reducing or eliminating such risks:

- College staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The College has a list of common triggers for the common medical conditions
 - Asthma - see Appendix 1
 - Anaphylaxis - see Appendix 2
 - Diabetes - see Appendix 3
 - Epilepsy - see Appendix 4

This College uses IHCP to identify individual students who are sensitive to triggers.

Risk assessments are carried out on all out-of-College activities before they are approved, including residential visits and College Day trips, considering the needs of students with medical conditions.

The College will review where necessary any medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the College's policy and procedures are implemented if deemed necessary.

Review and Update

The College Medical Conditions and Medication Policy is reviewed, evaluated and updated every year.

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Appendix 1. ASTHMA

Asthma is a long-term medical condition which affects the airways. Triggers can irritate the lining of the airways causing them to become inflamed and the muscles around the airways to tighten. This leads to difficulty in breathing.

Ivybridge Community College recognises that asthma is an important medical condition affecting many students and staff. It can be managed successfully with the co-operation of parents/carers, the teaching staff, and the College First Aid staff.

Those affected can usually control their asthma by taking appropriate medication (using the correct technique) and avoiding or managing known triggers. The College encourages those with asthma to participate in all aspects of College life.

The College recognises possible triggers, and acts to reduce or manage those associated risks.

Known TRIGGERS are:

- **Tobacco Smoke** - No smoking policy is adopted within the College.
- **Colds and Flu**
- **Stress and emotion** - Support (educational and emotional) is offered to all students and staff.
- **Scented deodorants and perfumes** - Staff and students are encouraged not to wear strong perfumes. Aerosol deodorants, air fresheners or room deodorisers are not permitted in College. Changing rooms to be well ventilated.
- **Latex gloves** - The College uses latex-free gloves where possible.
- **Dust from flour and grain** - Kitchens are well ventilated and controlled spaces.
- **Chemicals and fumes** - where possible avoid chemicals and fumes in science and art that may trigger students' asthma. Store such items in a fume's cupboard.
- **Wood dust** - masks to be used by asthma sufferers during DT lessons and avoid working with hard woods. Extractor fans are to be in place.
- **Weather and air quality** - avoid leaving windows open during thunderstorms as this can increase the pollen in the air. Give students who suffer from asthma the option of staying indoors during high pollen days, very hot or cold days.

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All staff should be aware of who suffers from asthma. All staff should ensure they are aware of any student who has asthma whilst under their care (sporting fixtures/college trips). All staff have been given advice on the signs and symptoms of asthma, how to deal with an asthma attack and how and when to contact the College's first aid staff.

SPORT and EXERCISE

Although exercise can be an asthma trigger, taking part in sport is an essential part of College life and promotes healthy living, therefore it is a trigger that should be managed rather than avoided.

The College encourages students with asthma to participate fully in all sports and activity-based lessons. PE teachers and sports coaches should always make sure they are aware of students who have asthma and their potential triggers.

Students with asthma, especially those whose triggers include exercise and pollen should always carry their own inhalers and manage their own treatment.

If a student needs to sit out for a short while, they should be encouraged to still participate for example by taking notes, doing ball work or line duty if they are able to do so.

All inhalers brought on to the pitch, field or gym should be handed to the PE Staff at the start of the lesson. It is the student's responsibility to retrieve this at the end of games/PE.

MEDICATION AND TREATMENT

Every student with asthma should have a reliever inhaler- these are essential in treating asthma attacks. Reliever inhalers are usually blue but come in various shapes/sizes.

Reliever medication can be taken immediately when asthma symptoms start. Immediate access to reliever inhalers is vital.

Asthmatics at the College are expected to carry their own inhalers with them and a spare one is to be kept in the medical room. It is recommended a College spare inhaler should also be kept for emergencies.

When a student has an asthma attack or difficulty breathing the teacher should support initially, encouraging the use of their inhaler. The First Aider at the medical room should be contacted and will attend to the student. If possible, the student can be sent to the medical room for treatment but always with an escort.

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EMERGENCY PROCEDURES

Common signs of an asthma attack:

- Coughing.
- Shortness of breath.
- Wheezing.
- Feeling tight in the chest.
- Being unusually quiet.
- Difficulty speaking in full sentences.
- Younger children may express feeling tight in the chest as tummy ache.
- Pale skin, possible blue tinge around the lips.

ASTHMA ATTACK - WHAT TO DO:

- Keep calm.
- If possible, escort the student to the medical room. Otherwise, let the student sit up and slightly forward - do not let them lie down. Never leave the student alone.
- Make sure the student takes two puffs of their reliever inhaler (usually blue) immediately. If possible, use a spacer - it is very safe so you should not worry about overdosing.
- Loosen tight clothing.
- Reassure the student.
- If there is no immediate improvement, continue to make sure the student takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve.
- If they have forgotten their inhaler, contact the College Student Support immediately.

After 5-10 minutes

- If symptoms cease, the student can return to what they were doing.
- If the symptoms improve but have not completely disappeared, escort the student to the medical room team.

If the student does not feel better, or you are worried at ANYTIME before you have reached

10 puffs, CALL 999 for an AMBULANCE.

Call 999/Ambulance if:

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

Ensure the student continues to take one puff of their reliever inhaler every minute until the ambulance arrives.

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Never leave a student alone or unattended.

Medical room team inform parents/carers. It is not necessary to accompany the student to hospital if a parent can arrive promptly. However, if there may be a delay a member of staff should attend the hospital to “handover” to a parent/carer when they arrive.

Appendix 2. ANAPHYLAXIS

Anaphylaxis is a condition that can be life threatening. The whole body is affected, usually within seconds/minutes of exposure and the symptoms can vary in severity, including some of the following:

Symptoms:

- Rapid onset.
- Itching or a strange metallic smell.
- Swelling of the throat and tongue.
- Difficulty swallowing and breathing.
- Hives anywhere on the body.
- Flushing of the skin.
- Abdominal cramps.
- Increased heart rate.
- Sudden feeling of weakness/lightheaded.
- Collapse and loss of consciousness.

In the event of a student having a reaction:

1. Administer an EpiPen adrenalin auto-injector if the student carries one.
- 2. Never leave the student unattended.**
3. Call an Ambulance then contact the medical room and SEND team.
4. Continue checking pulse.

The College will:

- Review health records submitted by parents.
- Ensure all medications are appropriately stored and easily accessible.
- Review policies after a reaction has occurred.
- Ensure that substances that cause anaphylaxis are not used in College without adequate supervision, e.g. during food technology lessons.
- Ensure that items that may contain 'nuts/seeds etc' or other ingredients that may trigger a reaction, are clearly labelled.

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College Held EpiPens:

Schools are now permitted to hold "spare" adrenalin auto-injectors, which are obtained without prescription and held centrally, in the medical. Guidance states that schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a student at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided (part of the HCP).

To obtain these spare EpiPens, a request in writing, signed by one of the Deputies or the Principal will be submitted to a supplier, detailing the required EpiPen(s). It is envisaged the College will request only the most frequently prescribed EpiPens to our students.

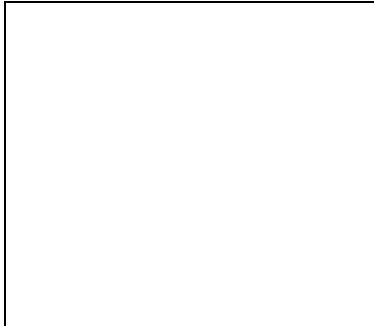
The College's spare AAI can be administered to a student whose own prescribed AAI cannot be administered correctly without delay.

The College will only administer the 'spare' EpiPen to a student at risk of anaphylaxis, where written consent has been given by the parents/carers as part of the Medical Consent Form and IHCP, or by explicit instruction of medically trained professionals (in the case of an emergency 999 call).

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Appendix 2i. Anaphylaxis IHCP EXAMPLE



Anaphylaxis

Date:
Review Date:

| | |
|---------------|--|
| Name | |
| Date of Birth | |
| Tutor Group | |
| Condition | May experience an allergic reaction or anaphylactic reaction if they come into contact with or ingest allergen. |
| Allergen | |

Family Contact 1

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |

| | |
|--------|--|
| Work | |
| Home | |
| Mobile | |

Family Contact 2

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |

| | |
|-----------|--|
| Phone No: | |
| Work | |
| Home | |
| Mobile | |

College Contact

| | |
|-----------|--------------------------------|
| Name | Claire Warne |
| Title | Assistant Principal, Inclusion |
| Phone No: | 01752 691000 |

Clinic/Hospital Contact

| | |
|-----------|--|
| Name | |
| Phone No. | |

G.P. _____

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Name

Phone No.

| |
|--|
| |
| |

General Information

<Name> must carry their prescribed inhaler, antihistamine and EpiPen at all times. It is the parents' /carers' responsibility to check medication is in date.
<Name> must be trained to self-administer their medication; they should carry an allergy card and are responsible for showing all their teachers this card to inform them of their allergy.

THE FOLLOWING ACTION MUST BE TAKEN IMMEDIATELY:

Decide whether reaction is allergic or anaphylaxis

ALLERGIC REACTION Possible symptoms for an allergic reaction:

Skin rash/redness over face or body
Itching on body, including eyes
Tingling or tickling/strange taste in mouth and/or throat
Mild swelling of the lips, eyelids
Bad tummy ache and nausea or vomiting, irritated, distressed

Any other symptoms:

ACTION:

- Student to take antihistamine immediately if prescribed.
Drug name and dose:
and 2 puffs of reliever (blue) inhaler if prescribed.
- Contact nearest available EpiPen giver and College Health Care Assistants and nearest first aider if available.
- Contact parents/carers to collect student and inform them of medication given. **Remain with student and observe for signs of reaction worsening (see below).**

ANAPHYLAXIS REACTION If student experiences one or more of the following symptoms:

Difficulty in breathing
Pale / floppy / collapse / unconscious (lips turning blue)

Any other symptoms:

ACTION:

- Staff member to reassure student, keep them calm and still (a second person to ring ambulance **Tel 999** stating "**anaphylaxis**").
- Student to administer EpiPen as prescribed.
- If student is too unwell to administer their own EpiPen then nearest available EpiPen giver or College Health Care Assistants will administer it, if they are available, by following the instructions on the EpiPen, which are:
 - Take EpiPen from cover and remove safety cap.

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ii) Hold EpiPen 10cm from outer thigh and jab the tip firmly into the outer thigh, midway between the hip and knee. A click is heard as the injection is given.

iii) Hold EpiPen firmly in one place for 10 seconds.

Note the time medication is given and keep EpiPen for attention of attending medical team.

d) If the student is feeling faint lie them on floor with legs elevated. If student is unconscious, place them in recovery position. Await ambulance (or call ambulance if not already called)

e) If the student has stopped breathing, commence CPR,

f) Inform parents/carers.

Do not allow the student to stand or move around, particularly if they have been unconscious or lying flat

A student may be prescribed a second EpiPen dose which should be given after 5 – 15 minutes if there is no improvement in their condition.

Who is responsible in an emergency (*state if different for off-site activities*)

College Onsite: Class teacher until designated EpiPen giver, College Health Care Assistants or first aider arrives.

Off-site activities: Class teacher in first instance. For off-site activities teacher organising to contact parents/carers before any off-site activity. For planned off-site activities the standard College consent forms need to be completed.

Parents/carers must be contacted separately by the member of staff organising the trip as well to ensure medical information is up to date. If parents/carers has not heard from anyone they should contact the College before the off-site activity. If <Name> participates in extracurricular activities at lunch or after College it is important that the parents/carers inform the staff involved.

Form copied to Parents/Carers

Form also copied to:

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Appendix 3. DIABETES

Students identified with diabetes are placed on the College's Medical Register. All students administer their own insulin daily and monitor their level of food intake. Students may feel unwell due to changes of insulin or sugar levels in their bodies resulting in a 'hypo' and 'hyper'.

Trigger Factors:

- Student unwell.
- Exertion.
- Extreme weather conditions.
- Not eating regularly.
- Not managing insulin intake.

Symptoms of a hypo:

- Student has palpitations/fast pulse.
- Student becomes shaky.
- Students becomes pale and the skin feels cold and clammy.
- Student becomes very thirsty.
- Student becomes quiet.
- Student becomes incoherent.
- Student becomes weak or faints.

In the event of a student having a hypo:

Student should immediately be allowed to either have:

- a sugary drink,
- sweets,
- crisps (diabetic students are advised to carry these).
- Staff are requested to escort student to the Medical Room if it is appropriate to do so.

If the student is unconscious/not responding:

- put them in the recovery position (do NOT put anything in their mouth),
 - call the emergency services if Insulin auto injector is not available.
- if available, an Insulin auto injector needs to be administered (carried with the student),
 - then call for an ambulance.

The College will:

- Place students with diabetes on the College's Medical Register.
- Spot checks will be carried out to ensure student is carrying their medication.
- Review health records submitted by parents/carers.
- Ensure all medications are appropriately stored and easily accessible.
- Review policies after a reaction has occurred.

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Students with diabetes require an IHCP in College.

Appendix 4. EPILEPSY

Epilepsy is a condition that affects the brain. When someone has epilepsy, it means they tend to have epileptic seizures.

Anyone can have a one-off seizure, but this does not always mean they have epilepsy. Epilepsy is usually only diagnosed if a doctor thinks there is a high chance that the person could have more seizures.

Some types of epilepsy last for a limited time and the person eventually stops having seizures. For many people epilepsy is a life-long condition.

A seizure happens when there is a sudden burst of intense electrical activity in the brain. This causes a temporary disruption to the way the brain normally works, so the brain's messages become mixed up. The result is an epileptic seizure.

There are many different types of seizure. What happens to someone during a seizure depends on which part of their brain is affected, and how far the seizure activity spreads. During some types of seizure, the person may remain alert and aware of what's going on around them, and with other types they may lose awareness. They may have unusual sensations, feelings or movements or they may go stiff, fall to the floor and jerk. Not all these features are seen.

(Epilepsy UK, 2021) accessed online at <https://www.epilepsy.org.uk/info/what-is-epilepsy>

Trigger Factors:

- Overheating.
- Infection.
- Tiredness.
- Fatigue.
- Excitement.
- Computers/screens flickering lights.
- Hormones.
- Not taking medication.
-

Emergency Procedures, in the event of a student having an epileptic fit:

- Remove any danger to them.
- Immediately request First Aid support via the Medical Room.
- Put something soft under their head.
- Note the length and nature of the convulsion.
- Protect from public gaze.
- DO NOT restrain.
- DO NOT put anything in their mouths.

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- DO NOT give them anything to drink.
- Place in the recovery position when the seizure has finished and always supervise.

College will ensure that:

- Students with epilepsy are placed on the College's Medical Register.
- Health records submitted by parents are reviewed.
- All medications are appropriately stored and easily accessible if taken.
- Policies are reviewed after a reaction has occurred.

An IHCP is required in College to inform those who need to know how to respond.

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Appendix 5. IHCP - Individual Health Care Plan

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| Photo |
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Health Care Plan for a Student with Serious Medical Needs

Date:
Review Date:

| | |
|---------------|--|
| Name | |
| Date of Birth | |
| Tutor Group | |
| Condition | |

Family Contact 1

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |
| Phone No: | |
| Work | |
| Home | |
| Mobile | |

Family Contact 2

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |
| Phone No: | |
| Work | |
| Home | |
| Mobile | |

College Contact

| | |
|-----------|--------------------------------|
| Name | Claire Warne |
| Title | Assistant Principal, Inclusion |
| Phone No: | 01752 691000 |

Clinic/Hospital Contact

| | |
|-----------|--|
| Name | |
| Phone No. | |

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Name

| |
|--|
| |
| |

Phone No.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for College visits/trips etc.

Other information

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

Follow up care

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SUPPORTING THE ADMINISTRATION OF MEDICINE

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Continued Over

IVYBRIDGE COMMUNITY COLLEGE

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR SUPPORTING THE ADMINISTRATION OF MEDICINE

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| Who is responsible in an emergency (<i>state if different for off-site activities</i>) |
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| Class teacher in the first instance. For off-site activities, teacher organising to contact parent/carer before any off-site activity. For planned off-site activities the standard College consent forms need to be completed. Parents/carers must be contacted separately by the member of staff organising the trip as well to ensure medical information is up to date. If parents/carers have not heard from anyone they should contact the College before the off-site activity. If <Name> participates in extracurricular activities at lunch or after College it is important that the parents/carers inform the staff involved. |
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| Form copied to |
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| <Name's> Teachers and Teaching Assistants, Heads of Department, College Health Care Assistants, Pastoral Leader, College Director, Exams, Kitchen Manager and Senior Leadership Team. |
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