

Medical Conditions

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1. Supporting students at school with medical conditions

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition 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

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

Key points:

- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Board of Management must ensure that arrangements are in place in schools to support students at school with medical conditions.
- Board of Management should ensure that Schools have been consulted and are fully trained to ensure that the needs of students with medical conditions are properly understood and effectively supported.

2. Policy implementation

SDC management will ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

The school policy identifies who is responsible for ensuring that sufficient staff are suitably trained.

- a commitment that all relevant staff will be made aware of the students' condition.
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- briefing for substitute teachers.
- risk assessments for school visits, holidays, and other school activities outside the normal timetable.
- monitoring of individual medical care plans.

3.Procedure to be followed when notification is received that a student has a medical condition:

The principal shall ensure that the school's policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition.

The principal shall ensure that plans are reviewed at least annually, or earlier if evidence is presented that the students' needs have changed. They should be developed with the students' best interests in mind and ensure that the school assesses and manages risks to the student's education, health, and social wellbeing, and minimises disruption.

Individual plans can help to ensure that schools effectively support students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in most other cases, especially where medical conditions are long-term and complex. However, not all students will require one.

The school, school nurse and parent should agree, based on evidence, when a medical protocol plan would be inappropriate or disproportionate. If consensus cannot be reached, the principal is best placed to take a final view. The format of individual protocol plans may vary to enable schools to choose whichever is the most effective for the specific needs of each student. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on a school but should capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the student.

Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g., school nurse, service provider, C.D.N.T., paediatrician, who can best advise on the needs of the students. The aim should be to capture the steps which a school should take to help the students manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other services.

Where a student is returning to school following a change in their condition, new medications (return to school after 48hour observation) or a hospital stay, it is important that we have evidence that your child is fit to return to school. It is also **vital that Parents and relevant health professionals** ensure that the supports the students will need to reintegrate into school **have been provided**.

When deciding what information should be recorded on individual protocol plans, the School Management Team should consider the following:

- the medical condition, its triggers, signs, symptoms, and treatments.
 - the students resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements, and environmental issues, e.g., crowded corridors, travel times.
 - who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
 - who in the school needs to be aware of the student's condition and the support required.
 - arrangements for written permission from parents and the Board of Management for medication to be administered by a member of staff, during school hours.
 - separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g., risk assessments.
 - where confidentiality issues are raised by the parent, the designated individuals to be entrusted with information about the student's condition.
 - what to do in an emergency, including whom to contact, and contingency arrangements.
- Some students may have an emergency healthcare plan prepared by their lead clinician that should be used to inform development of their individual school healthcare plan.

4 Roles and responsibilities

The Board of Management should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions.

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend on the partnership working between school staff, healthcare professionals, and parents. An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of the students' medical conditions are met effectively.

The Board of Management must decide to support students with medical conditions in school, to ensure that a policy for supporting students is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.

The Board of Management should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

5. Role of the Principal

The principal should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The principal should ensure that all staff who need to know are aware of the student's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver all necessary assistance, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The principal should also ensure that school staff are appropriately insured and are aware that they are insured to support students in this way. The principal will liaise with the school nurse to ensure that school staff are kept informed of all changes, and or medical updates which have an impact on the students learning profile.

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child's medical condition has changed. Parents are required to ensure that all medicines are

sent into the school nurse, and that prescriptions are up to date, and that a parent or guardian are always contactable.

6. School staff:

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines may not be part of their professional duties, they should consider the needs of students with medical conditions that are in their care. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

7. School nurses

The NURSE is responsible for liaising with the students' Parents and relevant medical professionals.

The school Nurse is responsible for the dissemination of all relevant medical information to the class teacher/S.N.A.'S

The Nurse is also responsible for ensuring Prescriptions are up to date, are the correct dosage and are within date.

The Nurse may hold certain medicines in the nursing unit. This will be decided on a case-by-case basis.

The Nurse has access to a suction machine and Oxygen x2

The Nurse has access to an AED Machine (No)

The Nurse should have contact details for students Clinician Nurse Specialists.

Number for Crumlin: 01-4096100

Number for Temple Street: 01-8784200

Number for Mercy: 021-4271971

Number for CUH :021-4922000

8. Feeding Eating and Drinking Protocols

The nurse will observe, assess, and refer to S.L.T.'s if there are any issues or concerns with the F.E.D.S. reports. They support families and other employees involved with the identified Students. Support and advice will be given to the staff who assist students who are Peg fed or have tracheotomies in situ. School staff only work under the direction of therapists and their reports.

9. Service Providers:

Multi-disciplinary therapists and the relevant C.D.N.T. teams should co-operate fully with S.D.C. as we are supporting students with complex medical conditions. All therapists assigned to students within the school are required to provide detailed written reports for the class teachers to ensure therapy programmes can be implemented correctly and in a timely fashion. School staff are not therapists and only work under the direction of said therapist.

10. Staff training and support.

The Board of Management should ensure that the school's policy sets out clearly how staff will be supported in carrying out their role to support students with medical conditions, and how this will be reviewed. This should specify how training needs are assessed, and how and by whom training will be commissioned and provided. The school's policy should be clear that any member of school staff providing support to a student with medical needs should have received suitable training.

Suitable training should be identified during the development and or review of individual student intake. Some staff may already have some knowledge of the specific support needed by a student with a medical condition and so extensive training may not be required. Staff who provide support to students with medical conditions should be included in meetings where students are discussed.

The C.D.N.M and School Nurse should lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. Schools arrange training themselves and should ensure this remains up to date. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Teachers/S.N.A.'s will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

The school's policy sets out arrangements for whole-school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.

The school Nurse should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. The family of a student will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

11. Dignity and Respect for all

A designated discreet area to complete nursing procedures is required, e.g. behind a screen for flushing, feeding and or suctioning. The patient requires privacy for many clinical care needs. The other school children also need to be respected and not exposed to clinical procedures. Then the options must be looked at and at the individual circumstances. The risks /benefits to discreet screens. Moving child to clinical room. Capacity & Space in another room are to be considered on a child-by-child bases.

12. Managing medicines on school premises

The Board of Management should ensure that the school's policy is clear about the procedures to be followed for managing medicines.

- medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- no child under 16 should be given prescription or non-prescription medicines without their parent's written consent

Medication, e.g., for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parental consent is required.

- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- schools should only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage, and storage. The exception to this is insulin, which must still be in

date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

- all medicines should be stored safely.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

- Schools should keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only the school Nurse should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

- The school Nurse or a trained member of staff may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual students stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

13. Record keeping

The Board of Management should ensure that written records are kept of all medicines administered to students. Records offer protection to staff and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school.

14. Emergency procedures

The Board of Management should ensure that the school's policy sets out what should happen in an emergency.

As part of general risk management processes, all schools should have arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips. Where a student has a protocol, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. If a student needs to be taken to hospital, the school Nurse should accompany the student to hospital by ambulance. School staff need to ensure they understand who is responsible for calling an ambulance and that the correct Eircode (T12 NT26) is provided for navigation systems.

15. Epilepsy Emergency Medication

SDC supports children with many types of Epilepsy.

In order for children to attend school safely, parents of children with epilepsy will be asked to send in supporting documentation to help support your child in school.

SDC will need to be provided with an emergency protocol in the event that the child will need to receive emergency medication while in school. This protocol will need to have the type of seizure, duration and medication to be received clearly stated. The protocol will be shared with all school staff including nurses, teachers, SNAs, bus escorts.

Emergency protocols are provided by a consultant or GP and need to be updated yearly by a consultant or every 6 months by a GP. These need to be charted on PRN medication chart.

School staff will be unable to administer emergency medication unless supporting documentation is provided. This is to include

- Name and dose of medication
- Exact timeline of when medication needs to be administered eg 2.5 minutes
- Accurate description of the seizure
- If a second dose can be administered
- How many doses in a 24-hour period
- Direction when to call emergency services

Children are not permitted to travel on school transport unless they have an emergency protocol and that they have in-date medication in their school bags. This is to be checked by the bus escort every morning before they allow the child on the bus.

If your child arrives to school with no emergency medication or protocol, parents will be contacted for you to come and collect your child and bring them home.

In the event of a child having uncontrolled epilepsy throughout the day in school, a decision may be made not to allow the child to travel home from school on transport. Parents or emergency contact will need to be available to collect the child from school if this occurs.

Students who have experienced a seizure within the hour prior to traveling should not use transportation to go home, unless their individual care protocol explicitly states it is safe to do so. This measure is crucial for the safety of the affected student, as well as the well-being of other children and staff during transport. Parents or emergency contact will need to be available to collect the child from school if this occurs.

Parent of children with epilepsy need to make the school aware of any changes to seizure patterns, medications and if emergency medication has been administered at home.

16. Day trips, outings, and sporting activities

The Board of Management should ensure that their arrangements are clear and unambiguous about the need to support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Teachers should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. Schools should decide for the inclusion of students in such activities with any adjustments as required unless evidence from the school Nurse/Parent that this is not possible. Schools should consider what reasonable adjustments they might make to enable students with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and advice from the Nurse to ensure that pupils can participate safely.

17. Liability and indemnity

The Board of Management should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support. Insurance policies should provide liability cover relating to the administration of medication. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

18. Complaints

The Board of Management should ensure that the school's policy sets out how complaints concerning the support provided to students with medical conditions may be made and will be handled. Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure by writing a letter to the Chairperson of the Board of Management.

19. Other issues for consideration

The Board of Management may want the school's policy to refer to: home-to-school transport – this is the responsibility of the Board of Management, Escorts need to be aware of a student's protocol and what it contains, especially in respect of emergency situations. This will form the basis in developing a formal transport plan for students' pupils with life-threatening conditions.

20. Equipment and medicine

The Board of Management should ensure all children based on professional assessment of need have all their aids, appliances, and equipment to access the curriculum in a meaningful way and enabling pupils to be safe with themselves and others and adhering to Health and Safety policy.

If equipment is broken/ misplaced an alternative professional support plan should be in place to ensure health and safety for all students. An equipment checklist will be developed for all pupils within the school.

21. Defibrillators

Defibrillators – sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. All staff are trained in the use of defibrillators. The defibrillator is placed in the nurses unit.

Staff members are all trained as first-aiders and in the use of CPR.

22. Outside Nursing Agency

All nursing from outside agency will adhere to school policies and procedures. Rules and regulations will also apply. School Calendar will also apply. If for any reason a Nurse is sick the child must stay at home or the service provider provide a substitute nurse.

The medical conditions policy is regularly reviewed, evaluated, and updated. Updates are produced every year.

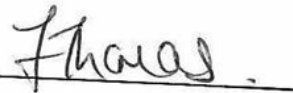


SDC, Lavanagh
Ballintemple, Cork

Chairperson, Board of Management



Principal, Secretary of Board of Management



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