



Sacred Heart
Catholic Primary School
Together we live and learn; we play and pray

Support pupils with medical needs

Reviewed September 2024

Date of next review September 2025

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy

This policy should be read in conjunction with the First Aid Guidance and, if applicable, the SEND Policy. This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Responsible person: Thomas Claxton (delegated to Corinne Dalton, SENCO)

Statement of Intent:

This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific medical conditions or allergies.

Sacred Heart Catholic Primary School is aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Sacred Heart Catholic Primary School's position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Sacred Heart Catholic Primary School is committed to no food and drink sharing.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting school.

Aims

To ensure pupils at school with medical conditions, in terms of both physical and mental health, and allergies are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Medical conditions

Procedure

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- relevant information is available to staff on Pupil Asset
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Sacred Heart at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks. Any pupil with a medical condition requiring medication or support in school will have their needs and support required documented (using Pupil Asset and within the EHCP if appropriate). Pupils who are in possession of an adrenaline autoinjector will have a Care Plan written by the school nurse.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

The Headteacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained and available to implement the policy, including in emergency and contingency situations, and they are appropriately insured
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

The child's teacher

- ensures the child's day to day needs are catered for
- makes relevant staff members working with the child, including PPA/cover staff, aware of the child's day to day needs
- undertakes risk assessments for visits and activities out of the normal timetable are carried out

School Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

School Nurses

The school nurse team will always notify school if they are alerted of any health support required in school but it is usually parent's responsibility to do this.

They accept referrals from schools to offer support to children but no longer do termly drop ins.

They do not provide staff training in schools- this is all online. Please see information below:

MEDICINES MANAGEMENT TRAINING

The four areas of medicine management for each school to access require a separate log-in per session. Details are listed below showing how to access the websites and which modules should be completed. Within each session, there are additional modules if a member of staff has a further interest but these are not compulsory.

Website addresses for on-line Medicine Management training for schools

- **EPILEPSY**

<http://learn.epilepsy.org.uk/>

You will need to complete 3 elements:

1. First aid for seizures at school (video)

2. Epilepsy awareness for schools

3. Epilepsy for teachers.

Specifically, children with Epilepsy who are prescribed rescue medication (Buccal Midazolam)

www.buccolam.co.uk and there is an admin video on there no password needed

- **DIABETES**

(Ensure you register for the *advanced* module then the basic will also be visible).

<https://jdrf.org.uk/for-professionals/school-pack/schools-e-learning-module>

(You will need to complete both the basic and advanced level before meeting with the specialist diabetes nurses).

- **ASTHMA**

<https://sch.educationforhealth.org/wp/>

You will need to complete all elements of the Asthma module

- **ANAPHYLAXIS**

<http://www.anaphylaxis.org.uk>

1. On the top bar you will need to view the 'Emergency instructions' and watch the emergency care film.

2. On the top bar, click on 'what is anaphylaxis' and read signs and symptoms.

3. Then click back on 'what is anaphylaxis' and read FAQ's

Other healthcare professionals

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs

Parents

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's needs and support

Notes

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered not acceptable:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition

Allergies

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School Staff
- Parents / Guardians
- Volunteers
- Supply staff
- Students

Definitions:

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

Adrenaline Auto Injector (AAI) - Name for syringe style device containing the drug Adrenalin, which is ready for immediate intramuscular administration.

Minimized Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan- A detailed document outlining an individual student's condition, treatment, and action plan for location of AAI.

Procedures and Responsibilities for Allergy Management:

General

- The involvement of parents and staff in establishing individual Health Care Plans if required.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plan to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age-appropriate education of the children with severe food allergies.

Medical Information

- The school will seek updated information via medical form at the commencement of each academic year.
- Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For students with an allergic condition, if required, parents / guardians provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- If advised by a medical practitioner that a Health Care Plan is required, the Headteacher will ensure that it is established and updated.
- Teachers and teacher assistants of those students and key staff are required to review and familiarise themselves with the medical information.
- Action Plans with a recent photograph for any students with allergies will be posted in relevant rooms with parental permission.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the School.

Medical Information (Adrenaline Auto Injectors)

Where AAIs (Adrenalin) are required in the Health Care Plan:

- Parents/carers are responsible for the provision and timely replacement of AAIs.

- The AAIs are located securely in relevant locations approved by the Headteacher

Parent/carer's role:

Parents/carers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents are to send a letter confirming and detailing the nature of the allergy; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an AAI, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents.
- It is the responsibility of the Parent/carer to provide the school with up-to-date medication / equipment clearly labelled in a suitable container. These will be stored in green, labelled bags in the classroom.
- In the case of life saving medication like AAIs the child will not be allowed to attend without it.
- Parents/carers are also required to provide up to date emergency contact information.
- It is their responsibility to ensure that the contents of any food brought into school for their child are safe for the child to consume.
- Parents/carers should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

Staff's role:

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If advised by a medical practitioner, a Health Care Plan needs to be provided. It must be in place before the child starts attending sessions.
- Upon determining that a child attending school has a severe allergy, this information will be shared with all relevant staff members.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the School Leader and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies.
- **However, staff cannot guarantee that foods will not contain traces of nuts.**
- All tables in the lunch hall are cleaned with an approved solution.
- Children are not permitted to share food.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and any food-related activities.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Medication

Policy.

- If parents have not arrived by the time an ambulance arrives, a member of staff will accompany the child to hospital.

Role of other parents

- Snacks and lunches brought to the school by other parents should be peanut and nut free.
- The school will ensure that parents are regularly reminded and will monitor the contents of lunch boxes and snacks.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies (up to and including 3 times a day) that allow the pupil to take them outside of school hours. If this is not possible (where medication is required 4 times a day), **prior to staff members administering any medication, the parents/carers of the child must be asked if they can administer medication to their child themselves by visiting school during the school day. If this is not possible then parents must complete and sign a *request for school to administer medication* form. This must then be agreed and signed by a member of the Senior Leadership Team or the lead for medical conditions before any medication is administered by school staff.**
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Medications will be stored in the medical cabinet in the Finance and Operations Officer's office or staff room fridge as appropriate.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children in the Administration of Medicines Record Book which is stored in the medical cabinet in the Finance and Operations Officer's office.
- Salbutamol inhalers will be kept in the relevant classroom in a drawstring bag, in clear view. Parents are requested to sign a form to indicate the required use of the inhaler. When a pupil feels they need to use their inhaler they must take the bag (containing inhaler and record book) to an adult responsible for them at the time. The adult will supervise the child as they use their inhaler and record details of this in the child's personal record book. **This will not need to be recorded again in the Administration of Medicines Record Book.** A note to be sent home with the child stating the same information, will then be completed (pre-printed notes are kept in each personal record book).
- Pupils will never be prevented from accessing their medication.
- An emergency salbutamol inhaler kit will be kept by school in the Finance and Operations Officer's office. Once used by a child the outer blue casing and spacer (if used) will be carefully and thoroughly washed and returned to the box. The inhaler can then be used by another child in an emergency. Parental consent for use of the emergency inhaler is sought when a pupil first uses an inhaler in school.
- Adrenaline autoinjectors are securely stored in the medical cabinet for named children and are easily accessible in an emergency.
- Sacred Heart Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the Administration of Medicines Record Book and parents will be informed on the same day.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice risk assessments should be undertaken and medical conditions and the need to carry medication should be considered and planned for. Consultation with parents, healthcare professionals etc. on trips and visits may be separate to the normal day to day care/support requirements for the school day.

Insurance

Teachers who undertake responsibilities within this policy will be assured by the Head teacher that they are covered by the LA/school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Complaints

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the St John the Baptist MAT Complaints Policy.