St Nicholas Priory CE VA Primary School & Nursery

‘I did not come to be served but to serve.' Matthew 20.28

Policy for Supporting Pupils at School with Medical Conditions and Allergies

Policy Information

Item	Details
Policy Name	Medical Conditions and Allergies Policy
School	St Nicholas Priory Primary School
Approved By	Governing Board
Policy Owner	Headteacher: Maria Grimmer
Responsible Lead	Medical Needs Lead: Kerry Bird
Review Frequency	Annual
Next Review Date	May 2027

Linked Policies

- Allergy and Anaphylaxis Policy
- First Aid Policy
- Safeguarding & Child Protection
- SEND Policy

- Attendance Policy
- Educational Visits Policy
- Health & Safety Policy
- Accessibility Plan
- Behaviour Policy

1. Purpose

St Nicholas Priory Primary School is committed to supporting pupils with medical conditions, allergies and anaphylaxis to ensure they:

- are safe;
- are properly supported;
- have full access to education;
- can participate fully in school life including PE, trips, clubs and enrichment activities;
- and are treated with dignity and respect.

The school recognises that some medical conditions may be:

- life-threatening;
- long-term;
- fluctuating;
- or require emergency intervention.

The school also recognises that allergies and anaphylaxis require rapid access to emergency medication and effective staff training.

2. Legal Framework

This policy is based upon:

- Section 100 of the Children and Families Act 2014;
- the Equality Act 2010;
- SEND Code of Practice;
- and Department for Education statutory guidance *Supporting pupils with medical conditions at school*.

This policy also reflects the direction of the draft updated DfE guidance *Supporting children and young people with medical conditions and allergy*.

3. Scope

This policy applies to:

- all pupils;
- all employees;
- volunteers;
- governors;
- supply staff;
- and contractors where appropriate.

It covers:

- medical conditions;
- allergies and anaphylaxis;
- medication administration;
- healthcare plans;
- emergency procedures;
- educational visits;
- staff training;
- and record keeping.

4. Roles and Responsibilities

4.1 Governing Board

The Governing Board will:

- ensure arrangements are in place to support pupils with medical conditions;
- ensure sufficient staff are appropriately trained;
- ensure this policy is implemented effectively;
- ensure suitable insurance arrangements are in place.

4.2 Headteacher

The Headteacher will:

- oversee implementation of this policy;
- ensure staff are aware of their responsibilities;
- ensure adequate staffing and training arrangements;
- ensure Individual Healthcare Plans (IHPs) are implemented where necessary;
- ensure emergency procedures are in place.

4.3 Medical Needs Lead

The Medical Needs Lead will:

- coordinate healthcare arrangements;
- maintain healthcare records;
- oversee medication procedures;

- coordinate staff training;
- liaise with families and healthcare professionals;
- review healthcare plans annually or sooner where necessary.

4.4 Staff

Staff will:

- follow this policy and healthcare plans;
- attend relevant training;
- respond appropriately in emergencies;
- ensure emergency medication is accessible;
- maintain appropriate confidentiality.

No member of staff will be required to administer medication unless appropriately trained and willing to do so.

4.5 Parents and Carers

Parents/carers must:

- provide accurate and up-to-date medical information;
- supply medication in date and clearly labelled;
- notify the school of any changes to medical needs;
- engage with healthcare planning processes;
- ensure emergency contact details remain current.

4.6 Pupils

Pupils will be encouraged, where appropriate, to:

- understand their condition;
- participate in healthcare planning;
- carry medication if assessed as appropriate;
- alert staff when support is needed.

4.7 Healthcare Professionals

The school works in partnership with healthcare professionals to support pupils with medical conditions and allergies.

The school has access to school nurses and health practitioners through Just One Norfolk.

Support and advice may be sought regarding:

- individual healthcare plans;

- staff training;
- medical condition management;
- school attendance impacted by health needs;
- and specialist health referrals.

Where appropriate, the school may liaise with:

- GPs;
- paediatricians;
- specialist nurses;
- mental health professionals;
- and community healthcare teams.

Healthcare professionals may contribute to:

- healthcare planning;
- risk assessments;
- emergency procedures;
- and staff training.

Further information is available from:

Just One Norfolk

Telephone: 0300 300 0123

5. Individual Healthcare Plans (IHPs)

An IHP will be developed where a pupil's medical condition requires additional support in school.

IHPs may include:

- medical condition details;
- signs, symptoms and triggers;
- medication requirements;
- emergency procedures;
- storage arrangements;
- staffing responsibilities;
- off-site arrangements;
- parental and healthcare professional input.

IHPs will:

- be reviewed at least annually;
- be reviewed sooner following any significant change;

- be shared with relevant staff.

6. Managing Medicines in School

Medicines will only be administered at school where it would be detrimental to a pupil's health or attendance not to do so.

The school will:

- only accept medicines that are in date, prescribed, labelled and provided in original packaging where appropriate;
- maintain records of medication administration;
- store medicines safely;
- return expired medicines to parents/carers for disposal.

Where clinically possible, parents/carers should request medicines are prescribed in frequencies that avoid administration during school hours.

Children under 16 will not be given medication without parental consent except in exceptional circumstances.

Medication containing aspirin will not be administered unless prescribed.

7. Emergency Medication

Emergency medication includes:

- asthma inhalers;
- blood glucose equipment;
- EpiPen;
- Jext;
- Emerade.

Emergency medication must:

- be immediately accessible at all times;
- never be locked away;
- accompany pupils during off-site activities and educational visits;
- be clearly labelled.

Emergency medication will not be stored solely in the school office where this could delay access.

8. Allergy Management and Anaphylaxis

(Please also see our separate Allergy and Anaphylaxis Policy for more detail)

The school recognises allergies can be severe and potentially life-threatening.

8.1 Allergy Awareness

The school will:

- identify pupils with known allergies;
- ensure relevant staff are informed;
- promote allergy awareness;
- minimise known risks where reasonably practicable.

The school cannot guarantee an allergen-free environment.

8.2 Risk Reduction Measures

Reasonable steps may include:

- promoting handwashing before and after eating;
- discouraging food sharing;
- managing classroom food activities carefully;
- informing catering staff of allergies;
- considering allergies within risk assessments.

8.3 Spare Adrenaline Auto-Injectors

The school may hold spare emergency AAIs in accordance with current legislation and guidance.

Parental consent and appropriate protocols will be in place before use.

8.4 Emergency Response for Anaphylaxis

If anaphylaxis is suspected:

1. An AAI should be administered immediately.
2. 999 must be called stating “anaphylaxis”.
3. Parents/carers must be informed as soon as possible.
4. The pupil must remain supervised at all times.
5. A second AAI may be administered if symptoms persist and guidance advises.

9. Asthma

Pupils with asthma must have rapid access to inhalers.

The school may hold an emergency salbutamol inhaler in accordance with statutory guidance.

10. Storage of Medication

Medication Type	Storage Arrangement
Emergency medication	Immediately accessible
Routine medication	Secure designated storage
Controlled drugs	Locked secure cabinet

Controlled drugs will remain accessible in emergencies.

11. Educational Visits and Sporting Activities

The school will make reasonable adjustments to ensure pupils with medical conditions can participate fully in:

- trips;
- residential visits;
- PE;
- clubs;
- and enrichment activities.

Risk assessments will include medical and allergy considerations.

Emergency medication must accompany pupils off-site.

12. Staff Training

Relevant staff will receive appropriate training including:

- medical conditions awareness;
- allergy and anaphylaxis management;
- AAI administration;
- asthma awareness;
- diabetes and epilepsy awareness where appropriate;
- emergency procedures.

Training will be refreshed regularly.

13. Record Keeping

The school will maintain records relating to:

- healthcare plans;
- medication administration;
- training;
- incidents and emergency responses;
- parental consent.

Records will be stored in accordance with data protection legislation.

14. Emergency Procedures

All staff will know how to:

- access emergency assistance;
- contact emergency services;
- locate emergency medication;
- follow healthcare plans.

If a pupil is taken to hospital, a member of staff will remain with the pupil until a parent/carer arrives where reasonably possible.

15. Equality and Inclusion

The school will not discriminate against pupils with medical conditions or allergies.

Reasonable adjustments will be made in accordance with:

- the Equality Act 2010;
- SEND duties;
- and DfE guidance.

16. Unacceptable Practice

The school will not:

- prevent access to emergency medication;
- routinely require parents to attend school to administer medication;
- exclude pupils unnecessarily from activities;
- penalise attendance linked to legitimate medical needs;
- ignore healthcare advice or agreed healthcare plans.

17. Complaints

Concerns regarding medical support should initially be raised with the Medical Needs Lead or Headteacher.

If concerns remain unresolved, complaints should be addressed through the school's Complaints Procedure.

18. Monitoring and Review

This policy will be reviewed:

- annually;
- following legislative changes;
- following significant incidents;
- or where operational improvements are identified.

Appendices:

1. Individual Healthcare Plan Template
2. Medication Consent Form
3. Medication Administration Record
4. Educational Visits Medical Checklist
5. Staff Training Record

Appendix 1: Individual Healthcare Plan Template

St Nicholas Priory Primary School

CARE PLAN

Name:
Class:

Description of child

Give brief details of child's interests, behaviour and relevant conditions, e.g. speech and language, mobility.

Description of medical issue

Goals for management

Medication

Details of medication. If any medication needs to be taken in school refer to the school's medical policy and follow school procedures.

Details of help required, who will provide this, where and how

Arrangements for sporting activities, school visits/trips etc

Use and disposal of medical products and aids

Name of parent/carer

……

…….. Signature of parent/carer ……

Date …….. Name of school representative

……..

Role/job title of school representative

…….. Signature of school representative …… Date

……..

Name of child/young person

……

Signature of child/young person ……

Date……..

Appendix 2: Medical Consent Form

Template B: Parental Agreement for Setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other

instructions

Are there any side effects that the

school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the

medicine personally to [agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Appendix 3: Medication Administration record

Form Med 2

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of School/Setting	St. Nicholas Priory Primary School
Name of Child	
Group/class/ form	
Date medicine provided by parent	
Quantity received	
Name of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date			
Time Given			
Dose Given			
Any Reactions			
Name of member of staff			
Staff initials			

Appendix 4: Educational Visits Medical Checklist (information downloaded from school MIS)

Educational Visits Medical Checklist

Photo	Student	Medical Condition	Summary	Symptoms	Treatment	Date range

Appendix 5: Staff Training Record (other training information held in school MIS)

Staff Qualified in First Aid

Name	Dept/Year group	Start Date	Valid To	Type Of Certificate