

Medical Policy

(Including Administering Medicine/Managing Medication in School, Asthma, Allergies including Nut & Food)

Approved: November 2018

Review Date: November 2021

The Raleigh School is an inclusive co-educational primary academy that aims to support and welcome pupils with medical conditions.

The Raleigh understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. Transitional and re-integration procedures exist to enable the school to provide all children with all medical conditions 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.

This policy is supported by a clear communication plan for staff, parents and any other key stakeholders to ensure its full implementation.

Parents are informed and regularly reminded about this policy:

- at the start of the school year;
- when their child is enrolled as a new pupil;
- via the school's website, where it is available all year round.

School staff are informed and regularly reminded about the medical conditions policy:

- via the school's website, where it is available all year round;
- via statutory guidance on supporting pupils at school with medical conditions;
- all supply and temporary staff are informed of the policy and their responsibilities.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. Staff at the Raleigh understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under their common law duty of care to act like any reasonably prudent parent. This may include administering medication. Staff should use their discretion and judge each case on its merits with reference to a child's individual needs.

All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Certified First Aid training is refreshed for all staff every 3 years.

All staff know what action to take in the event of a medical emergency.

This includes:

- how to contact emergency services and what information to give;
- who to contact within the school.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take pupils to hospital in their own car.

Social interactions

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behavior policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

The Raleigh understands the importance of all pupils taking part in sports, games and activities.

This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

PE teachers, classroom teachers and school sports coaches taking children off-site to the schools detached playing field or to another external venue will be in possession of a first aid kit. The contents include an anti-histamine and insect bite spray/cream.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time from school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs and/or a disability (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SENDCo consults the pupil, parents and the pupil's healthcare professional as appropriate, to ensure the effect of the pupil's condition on their schoolwork is properly considered.

This school ensures that lessons about common medical conditions are incorporated into PSHCE lessons and other parts of the curriculum.

Mental Health

In order to help pupils succeed, the school has a role to play in supporting them to be resilient and mentally healthy. To achieve that we have-

- a culture that values all pupils; allows them to feel a sense of belonging; and makes it possible to talk about problems in a non-stigmatising way;
- an ethos of setting high expectations of attainment for all pupils with consistently applied support.
- An effective SENCO, who ensures all adults working in the school understand their responsibilities to children with special educational needs and disabilities (SEND), including pupils whose persistent mental health difficulties mean they may need special educational provision. Specifically, the SENCO will ensure colleagues understand how the school identifies and meets pupils' needs, provide advice and support to colleagues as needed and liaise with external SEND professionals as necessary;

- a good working relationship with parents and carers as well as with the pupils themselves, ensuring their opinions and wishes are taken into account and that they are kept fully informed so they can participate in decisions taken about them;
- continuous professional development for staff that makes it clear that promoting good mental health is the responsibility of all members of school staff and community, informs them about the early signs of mental health problems, what is and isn't a cause for concern, and what to do if they think they have spotted a developing problem;
- clear systems and processes to help staff to identify children and young people with possible mental health problems; providing routes to escalate issues with clear referral to HSLW* and CAMHS* and accountability systems as set out in the SEND policy.

Governing Body

This Governing Body has a responsibility to:

- ensure the health and safety of all staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips;
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions;
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated;
- ensure that arrangements are in place to support pupils at school with medical conditions;
- ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Headteacher

This school's headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is implemented effectively and in line with local and national guidance and policy frameworks;
- ensure that all staff are suitably trained;
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors;
- ensure the policy is put into action, with good communication of the policy to all;
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place;
- ensure pupil confidentiality;
- assess the training and development needs of staff and arrange for them to be met;
- ensure all supply teachers and new staff know the medical conditions policy;

- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register.

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the school's medical conditions policy;
- know which pupils in their care have a medical condition;
- allow all pupils to have immediate access to their emergency medication;
- maintain effective communication with parents including informing them if their child has been unwell at school;
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support;
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell);
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- endeavour that pupils who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition;
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

Parents

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition;
- inform the school about the medication their child requires during school hours;
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities;
- tell the school about any changes to their child's medication, what they take, when, and how much;
- inform the school of any changes to their child's condition;
- ensure their child's medication and medical devices are labelled with their child's full name;

- provide the school with appropriate spare medication labelled with their child's name;
- ensure that their child's medication is within expiry dates;
- keep their child at home if they are not well enough to attend school;
- ensure their child catches up on any school work they have missed;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

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

***HOME SCHOOL LINK WORKER (HSLW)**

The school has access to the Home School Link Worker (HSLW) a service funded jointly by schools in the Effingham Learning Partnership (ELP).

The HSLW provides support to children and their family in wide ranging issues such as social care and mental health issues.

Children may be referred to the HSLW prior to a referral to CAMHS (see below) or these two services may run side by side.

***MENTAL HEALTH (CAMHS)**

The Surrey Child and Adolescent Mental Health Services (CAMHS) may be bought in at the request of the school to deal with childhood issues relating to friends, family, relationships and sex, school, exams, bullying, eating, abuse, self-harm, feeling depressed, drugs, alcohol and smoking.

CAMHS is made up of people with different jobs such as clinical psychologists, clinical nurses, family therapists, primary mental health workers, psychotherapists, art therapists, CAMHS social workers and dieticians.

Children may be referred to CAMHS for feeling fed up, lonely, anxious, frightened or misunderstood. These feelings are normal but some children may feel that they cannot cope alone.

CAMHS not only supports the child but the entire family throughout any process.

Administering Medicine and Managing Medication in School

Non-Prescribed Medicines

Schools are advised not to keep medicines in school for general use because they may not know whether pupils requesting such medicines have taken a previous dose or whether the medication may react with other medication

being taken. Additionally, all medication (prescribed or non-prescribed) to be given to a child must have the written consent of parents.

It would however be acceptable for parents to bring a supply of Paracetamol (e.g. Calpol) or other appropriate medication which should be clearly labelled with the child's name and must be accompanied by written consent from a parent giving the child's name, the name of the medicine, dosage and timing/occasions to be used. A Medication Request form is on our website and may be downloaded by parents, or requested from the School Office, but a letter is sufficient if the required information is included. The medication must be brought to school by an adult and handed in to the School Office. ***The medication will not be administered without written consent from a parent.***

A member of staff will supervise the pupil taking the medication and this will be recorded on a Medicine Request form.

Prescribed Medicines

Children may be considered fit to attend school providing they are able to receive appropriate doses of medicines prescribed by a registered practitioner. Wherever possible, doctors or dentists should be asked to consider prescribing dosages that can be taken outside of school hours.

If this is not possible, the prescribed medicine should be brought into school by an adult, clearly labelled with the child's name, and handed in to the School Office. This must be accompanied by written consent from a parent giving the child's name, the name of the medicine, dosage and timing/occasions to be used. A Medication Request form is on our website and may be downloaded by parents, or requested from the School Office, but a letter is sufficient if the required information is included. ***The medication will not be administered without written consent from a parent.***

A member of staff will supervise the pupil taking the medication and this will be recorded on a Medicine Request form.

We will not be able to accept verbal authorisation for a member of staff to administer a prescribed or a non-prescribed medicine.

Epipens

All Epipens to be stored in school office.

Epilepsy

In general, one or two epileptic episodes will be managed within school, however should the number of episodes in any one school day be more than three, or the pupil concerned, falls asleep as a result of an episode, then parents will be called and asked to take the pupil home. Relevant staff will have received appropriate training.

Haemophilia

Haemophilia can be successfully managed in school although each case is dealt with based on the child's individual needs. Relevant staff will have received appropriate training from a specialist Haemophiliac nurse.

Residential visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

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

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Asthma

The School:

- recognises that asthma is a serious condition affecting many school children;
- ensures that children with asthma participate fully in all aspects of school life including PE;
- recognises that immediate access to reliever inhalers is vital;
- keeps records of children with asthma and the medication they take;
- ensures the school environment is favourable to children with asthma;
- ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack;
- will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure that policy is implemented and maintained successfully.

Advice has been taken from the DfE, The Department of Health, Asthma UK, parents, the governing body and pupils.

1. This school encourages children with asthma to achieve their potential in all aspects of school by having a clear policy that is understood by school staff, their employers (The Academy) and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training.

Medication.

Children are encouraged to take responsibility for their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. It is the parents' responsibility to ensure that the school is provided with labelled inhalers. The inhalers of children in KS1 will be stored in the school office. If needed, inhaler to be collected by TA. KS1 Teachers will take inhalers when class goes off site. The inhalers of children in KS2 will be stored in the classroom in a named bag. All staff and children in the class will know its location which will also be flagged up clearly in the room for supply teachers. School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this. School staff who agree to do this are insured by The Academy when acting in accordance with this policy. All school staff will let children take their own medication when they need to. In extreme emergency if a child is having an attack and does not have an inhaler in school, another child's may be used as well as phoning 999. From Asthma UK.org "In an emergency situation when a pupil is having a severe asthma attack, using another child's reliever inhaler is preferable to being unable to give any medicines."

2. **Record keeping.** When a child starts at the school, all medical conditions, if any, including Asthma are noted. These conditions are noted on a medical register which is held in the school office and in addition in the individual class registers.
3. For KS1 children, when medicine/asthma inhaler is administered, this is recorded in the school office, on an individual medical record sheet that is held for each child. KS2 children keep their inhaler in the classrooms and record sheets are not completed.
4. **Emergency Evacuation of Premises** In the event of a fire drill or any evacuation procedure KS2 teachers MUST take the container of inhalers out with them from their classrooms. KS1 medication will be brought out by office staff. In the case of Lockdown, KS1 staff will use the emergency inhaler kept in their classroom if deemed necessary. Its use must be recorded and the office informed..
5. **PE.** Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the medical register. Children with asthma are encouraged to participate fully in PE. Teacher/TA must take the pink bag from the classroom outside for KS2 children, KS1 children will need to get them from the office. Children travelling to Weston

Lea, the school's detached field for PE will take the pink bag with them.
Swimming - pink bags are taken

6. **The school environment.** The school does all that it can to ensure the school environment is favourable to children with asthma. The school does not keep furry or feathery pets and has a no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit in the general office if particular fumes trigger their asthma.
7. **When a child is falling behind in lessons.** If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class the teacher will initially talk to the parents. If appropriate the teacher will then talk to the school nurse and SENCO about the situation, the school recognises that it is possible for children with asthma to have special educational needs because of asthma.
8. **Asthma attacks.** The school follows the following procedure for children known to the school to be asthmatic :-
 1. Ensure that the reliever inhaler is used immediately;
 2. Stay calm and reassure the child;
 3. Help the child to breathe by ensuring tight clothing is loosened.

After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities. The child's parents must be told about the attack.

Emergency procedure

Call an ambulance and parent urgently from the school office if:

- the reliever has no effect after five to ten minutes;
- the child is either distressed or unable to talk;
- the child is getting exhausted;
- if no inhaler use another child's.

If the child is not known to be asthmatic and has no inhaler in school, dial 999 and take advice.

Allergies Policy including Nut & Food Allergies

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 allergies and to that effect we say we are a nut free school.

The Raleigh School is aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we understand and recognise that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The Raleigh 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.

The Raleigh School is committed to no food and drink sharing. The *Statutory Framework* states that the provider must obtain information about any dietary requirements/allergy. Parents are asked to provide details of allergies in the child's Registration Form, which is submitted before starting school.

Aim:

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 and peanuts 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
- governors?

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.

Epipen - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Minimized Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure. Where a particular severe risk exists, the school will endeavour to ensure that product and packaging linked to a specific risk does not enter school premises and if it does, it will be removed as quickly as possible.

Procedures and Responsibilities for Allergy Management:

General

- the establishment and maintenance of practices for effectively communicating a child's medical needs 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

- parents should notify the school of any change in a child's medical condition;
- for children with an allergic condition, the school requires parents / guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication;
- teachers and teaching assistants of those children and all other members of staff are required to review and familiarise themselves with the medical information;
- photographs of any children with allergies are located in several areas around the school, in each class register tray and displayed in each classroom on the back of a cupboard door out of sight;
- where children 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.

Where Epipens (Adrenalin) are required:

- parents/Guardians are responsible for the provision and timely replacement of Epipens;
- the Epipens are located securely in relevant locations approved by the school leader.

Parents' role:

Parents 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;

- it is the responsibility of the Parent to provide the school with in date medication and equipment clearly labelled in a suitable container;
- in the case of life saving medication such as EpiPens, children will not be allowed to attend school without the school being in possession of such item;
- parents are also required to provide up to date emergency contact information;
- it is the responsibility of parents to ensure that the contents of any snacks and/or lunches brought into school are safe for the child to consume;
- parents 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.

- upon determining that a child attending school has a severe allergy, a meeting will be set up as soon as possible where all staff concerned attend to update their knowledge and awareness of the child's needs;
- 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;
- snack time fruit is monitored by staff and is allergen free depending on the children attending. All staff should know the procedures at lunch time to ensure the safety of children with allergies;
- staff cannot guarantee that foods will not contain traces of nuts;
- all tables are cleaned with an approved solution;
- children are not permitted to share food;
- as part of the staff first aid course, EpiPen use and storage has been discussed;
- we may ask the parent for a list of food products and food derivatives that 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:

- keep calm, make the child feel comfortable and give the child space;
- if medication is available it will be administered by a member of staff as per training given;
- we will delegate someone to contact the child's parents;

- if a child becomes distressed or symptoms become more serious telephone 999;
- 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

- fruit snacks and lunches brought to school by other children should be peanut and nut free. The school will ensure that parents are regularly reminded and monitor the contents of lunchboxes/snacks.