

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Medical and Allergen Administrator

The Medical and Allergen Lead for Balcarras School is:

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Aims

Balcarras School aims to follow the statutory guidance in supporting pupils with medical conditions as detailed in the Department for Education statutory guidance document entitled

“Supporting pupils at school with medical conditions” – Department for Education.

This policy has been written in conjunction with this document. Medical procedures across the school are overseen by the Medical Administrator.

Health Care Plans

1. When the School receives information of a pupil with a medical condition, an individual health care plan is emailed to the parents for completion. This information is then relayed to heads of house and tutors by e-mail and is recorded centrally on the School's staff intranet, the student will then have an M appear on the register so staff are able to easily access the information if required.
2. Parents are asked to specify on the pre-admission form, sent in the summer before the pupil joins Balcarras, if the pupil has a medical condition. A form will then be emailed to parents to give further information, which will then be stored on the intranet.

Medication

3. When there is a request for medication to be held in the school office, a health care plan is completed and signed by the parent, the form will then be stored with the medication in a locked cabinet in the main office.
4. Where a parent allows a pupil to carry their own medication, it is implicit that they are accepting full responsibility and are allowing the child to take this medication, and this will be confirmed on the health care plan.
5. The School only accepts prescribed medication which is in-date and supplied in its original container as dispensed by the pharmacist with the dispensing label intact, including instructions for administration, dosage and storage.

6. It is the parents' responsibility to ensure that the medication held by the School remains in date. Parents should arrange the replacement and collection of expired medication.
7. All prescribed medication is stored in drawers in the School Office and is accessed by School office staff. Emergency spare supplies of auto-injector pens and inhalers are kept in clearly labelled and accessible (unlocked) drawers in the School Office along with auto-injector pens being stored around the school.
8. Where medication is held for students, a copy of the signed **HCP (Health Care Plan)** must be in the drawer with the medication, in addition to being saved on the pupil's digital student file.
9. Where there is a request for **pain relief** (i.e. for an occasional headache, toothache etc), one Paracetamol tablet is given to a child (two for Sixth Form students) in the school office, provided written parental permission has been given in advance on the pupil's pre-admission form (this is then recorded on the pupil's digital file on the staff intranet).
10. When **Paracetamol** is given, School office staff check when the previous dose was taken and then record the dosage in the Medical Book. School office staff email parents to advise that Paracetamol has been given.
11. Where there is a request for **antihistamine** (i.e. for hay fever, itchy bite etc), one antihistamine tablet is given to a child in the school office, provided written parental permission has been given in advance on the pupil's pre-admission form (this is then recorded on the pupil's digital file on the staff intranet).
12. When prescribed medication is given a record of date, time and dosage is completed on a medication chart and signed by School office staff. Medication charts are held until the child reaches the age of 25.
13. Health care plans are taken on trips by teaching staff. (See Educational Trips policy) however it is up to the pupil to take their own medication with them.
14. For SEND pupils, it is essential that medical needs are still fully communicated by a Health Care Plan to be completed by parents. (Medical notes on any SEND documentation can be useful, such as on and EHCP, but this does NOT remove the need for a Health Care Plan to be completed.)

Training

15. The School currently has six First Aiders who have undergone "First Aid at Work" training. Four members of staff have undertaken outdoor first aid training. Other staff have undertaken Schools First Aid and Emergency First Aid. All staff have taken Anaphylaxis awareness training.

16. Training relating to the administration of medication will be arranged for the relevant members of staff when there is a child in school with special medical needs.

Pandemic

17. During a pandemic, parents of students with pre-existing medical conditions should determine whether attendance at school is appropriate.
18. Students who develop any recognised symptoms of a dangerous infection at school should go straight home, arrange a test for the infection and self-isolate.

Actions

19. The school will ensure that all Health Care Plans are updated and made available to all staff.
20. All trips will follow the trips and visits protocols to ensure all medical needs are understood and all the correct medicines are taken on the trip by the pupil themselves.
21. In the event of a medical emergency, including an allergic reaction:
- First aid help will begin immediately.
 - If it is required for an AAI (Adrenaline-Auto Injector) to be administered, this will be actioned as per training.
 - If AAI is administered, an emergency 999 call will be made, and an ambulance called.
 - A member of staff will attempt to contact parents as soon as possible.
 - If parents have not arrived by the time the ambulance arrives, a member of staff will accompany the child to hospital.

Allergies Policy

1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Medical and Allergy Administrator

The Medical and Allergy Administrator is named at the top of the Medical Policy.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an HCP (Health Care Plan) that details all allergies
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs (adrenaline auto-injectors) are in date
- Any other appropriate tasks relevant to medical and allergies at Balcarras

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils

- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of the school's Medical and Allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner, before the expiry date.
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Updating the school on any changes to their child's condition

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Making sure they bring their adrenaline auto-injector with them on any school trips or activities.

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Supporting their peers and staff in the case of an emergency.

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- a. Lessons such as food technology
 - b. Science experiments involving foods
 - c. Crafts using food packaging
 - d. Off-site events and school trips
 - e. Any other activities involving animals or food, such as animal handling experiences or baking
- A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

All pupils are encouraged to always wash their hands after using the toilets or before and after eating food. The school ensures that all bathroom facilities are in good working order and well-spaced around the school site.

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- a. Catering staff receive appropriate training and are able to identify pupils with allergies
- b. School menus are available for parents/carers to view with ingredients clearly labelled
- c. Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- d. Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- e. Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. We will always make clear to parents and pupils that we cannot totally restrict allergens coming in to school. We will work with all pupils with allergies to help them minimise the risk. Pupils and parents must recognise that there may be nuts, sesame, shellfish, dairy and other allergens present in Balcarras School (as well as the school dog).

Staff are strongly discouraged from giving out food in classes as rewards.

Alternatives to food rewards should be sourced and used to reward children as a safe alternative to food.

5.4 Insect bites/stings

In the event of an insect bite, the member of staff dealing with the pupil will monitor effects closely and ensure appropriate medical advice is sought if in any doubt about the severity.

5.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will be supported by their tutors and Heads of House. Tutors will know the pupils in their groups with an allergy and be able to offer them support in school when needed.

5.7 Events and school trips

No pupils with allergies will be excluded from taking part in a school trip or event. All trips will have a risk assessment written by the trip leader and this will include any allergy requirements. Further details are made clear in the school's Educational Trips Policy

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

For all pupils with an allergy, details will be recorded in the pupil's Health Care Plan. The Health Care Plan records:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI (Adrenaline-Auto Injector) prescribed for the pupil
- Bromcom also has a photograph of each pupil to allow a visual check to be made.

All Health Care Plans are stored on Bromcom. All members of staff teachers are able to access a pupils Health Care Plan when necessary.

See “Health Care Plans” section of the medial policy

6.2 Allergic reaction procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately. Staff are trained in the administration of AAls (Adrenaline-Auto Injectors) to minimise delays in pupils receiving adrenaline in an emergency. If a pupil has an allergic reaction, the staff member will put into place the training they have received:

- If an AAI (Adrenaline-Auto Injector) needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance. If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed

7. Adrenaline auto-injectors (AAls)

7.1 Purchasing of spare AAls (Adrenaline-Auto Injectors)

The allergy lead is responsible for buying AAls and ensuring they are stored according to the guidance.

7.2 Storage (of both spare and prescribed AAls (Adrenaline-Auto Injectors))

Balcarras has three locations for storing spare AAls:

- Food Technology (in the cupboard in 2A2)
- Canteen (inside the finance office)
- Main Reception

All storage locations are

- At room temperature
- Not locked, but accessible
- Spread out around the school site

7.3 Maintenance of spare AAls (Adrenaline-Auto Injectors)

The Medical and Allergy Administrator will check regularly that the AAls are all in date and still in their location.

7.4 Disposal

AAls (Adrenaline-Auto Injectors) can only be used once. Once a AAI (Adrenaline-Auto Injector) has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

7.5 Use of AAls (Adrenaline-Auto Injectors) off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI (Adrenaline-Auto Injector) with them on school trips and off-site events. The Educational Trips Policy details how trip leaders will ensure that all medication is being carried by the pupils before a trip departs.

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies