

# The King's School



## **MEDICAL CONDITIONS POLICY** (Including Allergy Policy)

# MEDICAL CONDITIONS POLICY

## Preamble

This policy has been produced following advice from appropriate medical sources and takes account of statutory guidance, 'Supporting pupils at school with medical conditions', 2017, the Equality Act 2010 and The Children & Families Act, 2014.

## Aims

The school recognises its duty to make arrangements for supporting students with medical conditions, in terms of both physical and mental health. The school aims to:

- Support students so that they have full access to education, including educational visits and physical education. Students should have the opportunity to play a full and active role in school life in order to remain healthy and achieve their academic potential;
- Make appropriate arrangements to support students at school with medical conditions;
- Consult with health and social care professionals, students and parents to ensure the needs of students with medical conditions are effectively supported;
- Support the reintegration of students after long term absence.

## Admission to the school

No child should be denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the Governing Body should ensure that a student's health is not put at unnecessary risk from, for example infectious diseases. The Head Master does not have to accept a child in school at times where he judges it would be detrimental to the health of the student or others to do so. In the event of the Head Master taking a decision to temporarily refuse admission to the school:

- The Chair of Governors should be informed immediately;
- The Head Master must work with health and social care professionals to work for admission of the student at the earliest opportunity.

## Implementation of the policy

- The Head Master, in consultation with the SENCO, is responsible for ensuring that sufficient staff are suitably trained.
- All relevant staff, including supply teachers, will be made aware of a student's medical condition.
- Risk assessments will be completed in line with the Educational Visits policy for all school visits, holidays, and other activities outside of the normal timetable.
- Individual care plans will be monitored.

## Individual Healthcare Plans

- Individual healthcare plans may be initiated, in consultation with the parent, by a member of school staff or healthcare professional involved in providing care for the child. If consensus cannot be reached, the Head Master will take a final view.
- Plans should be drawn up in partnership between the school, parents and relevant healthcare professionals. Students should be involved whenever appropriate.
- An individual healthcare plan should provide clarity about what needs to be done, when and by whom.
- Partners should agree who will take the lead in writing the plan, though the school is responsible for ensuring the plan is finalised and implemented.
- Plans should be reviewed at least annually or earlier if the student's needs have changed.
- Where a student is returning to school following a period of hospital education or alternative provision, the school will work with the health care professionals and education provider to ensure an individual healthcare plan is in place **before** the student returns to school.
- In consultation with health professionals the school will contribute to the creation of a careplan which takes account of the following:
  - The medical condition, its triggers, signs, symptoms and treatments;
  - The student's 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 time between lessons;
  - Support for the student's educational, social and emotional need e.g. how absences will be

managed, requirements for extra time to complete examinations, use of rest periods or additional support in catching up with lessons;

- The level of support needed (some children will be able to take responsibility for their own medical needs), including in emergencies. If a student is self-managing his medication, this should be clearly stated with appropriate arrangements for monitoring;
- 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 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 Head Master for medication to be administered by a member of staff, or self-administered by the student during school hours;
- Arrangements required for school trips or other school activities outside the normal school timetable that will ensure the student can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the student's condition;
- What to do in an emergency, including who to contact and contingency arrangements.

### **Managing Medicines on School Premises**

- Medicines should only be administered at school when it would be detrimental to a student's health or attendance not to do so.
- No student under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine prescribed for the student without the knowledge of parents. In such cases the school will make every effort to encourage the student to involve their parents while respecting their right to confidentiality.
- A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor and with parental consent.
- Where possible, parents should speak to health professionals to ensure medicines are prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that 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.
- The administering of medicines is the responsibility of an appropriately trained member of the school support staff. All medicines will be stored securely in the reception area.

### **Emergency Procedures**

In the event of a medical emergency, parents will be informed immediately. It is the responsibility of parents to make sure that contact details are up to date.

- If a student needs to be taken to hospital, a member of staff will stay with him until the parent arrives, or accompany him to hospital by ambulance.

### **Defibrillators (AEDS)**

Defibrillators are situated in the main School Office (Medical Room) and in the Sports Hall (School Field). Step-by-step instructions in the use of the equipment are given by the defibrillator at the time of use. Key staff have also taken instruction from a You Tube link <https://www.youtube.com/watch?v=L4J1YCR9pAc>. The maintenance and replacement of this equipment is overseen by the Estates Department.

### **Educational Visits**

- The school aims to support students with medical conditions to participate in school trips and visits, or sporting activities.
- Teachers should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.
- Parents must participate in any risk assessment, and provide up to date information about their son's medical condition before the educational visit takes place.

### **Insurance Arrangements**

Employers Liability Insurance is provided by Zurich Municipal Insurance. Information about this insurance policy is available in the Bursar's office.

## **Roles and Responsibilities**

### Parental responsibility

- Before the arrival of their child in the school, to assume primary responsibility, along with their child's medical team, for educating their child in the management of his/her condition.
- Ensure that their son knows how to manage his condition in the school environment.
- To provide the school with up to date information on their child's condition and relevant contact telephone numbers.
- To provide the school with up to date medication, including inhalers and Epi-pens where necessary.
- To provide the school with a copy of any care plan that exists and contribute to the development of an individual care plan for their son.
- To allow the administration of medication to their child should the need arise.
- To allow the school to call for medical assistance if it is considered necessary, in line with general school procedures.

### Student responsibility

- To have knowledge of their medical condition and how it affects them.
- Where appropriate students should self-medicate e.g. epipen, asthma inhaler, insulin pens/pumps.
- To have an understanding of the safe care and administration of any relevant medication.
- To be aware that it is their responsibility to tell a member of staff if they start to feel unwell, from their condition, such as a diabetic going into a low blood sugar state (hypoglycaemic) or a nut allergic student starting a reaction.
- To share their symptoms with a responsible adult in the school, so they can respond appropriately, and the staff can contact their parents if necessary.
- To contribute to the development of, and comply with, their individual healthcare plan.

### School responsibility

- To keep an up to date medical conditions policy.
- To ensure that staff receive suitable training and are competent before they take on responsibility to support children with medical conditions.
- To ensure that staff who provide support to students with medical conditions have access to appropriate information. Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- The Head Master has overall responsibility to make sure individual healthcare plans are developed.
- The Head Master should make sure that school staff are appropriately insured to support students with medical conditions.
- In the event of a student with a medical condition going to the school office feeling unwell, he/she will be kept in the office and observed by a member of staff as needed. The named family member will be contacted when appropriate and respecting the student's awareness of his/her condition.
- The school office will enable the student to contact his/her parents in privacy if he/she so wishes.
- The school will provide induction for parents of those students with medical conditions joining the school in order to make them and their child aware of the provision.

## **Complaints**

Any parent or student who is dissatisfied with the support provided by the school should discuss the matter with the Head Master in the first instance. If a parent or student remains dissatisfied they may make a formal complaint using the school's complaints procedure.

## **ALLERGY POLICY**

The policy is based upon the following premises:

- That parents encourage their child to manage his own health needs wherever possible but will ensure that the school is provided with reserve medication, eg Epi-pens, inhalers, antihistamine.
- That parents encourage their child to acknowledge that it is appropriate to share awareness of his personal health needs with key friends.
- That students take responsibility for the management of their condition in conjunction with school staff.
- That the school will ensure that all staff are aware of and give support to students with this condition with the further aim to ensure that the school site can cater for and give choice to all dietary needs.

The aim of this policy is:

- To ensure that all staff have knowledge of and an awareness of how to manage the medical condition/health needs of the individual students who are listed in the school as having specific allergic conditions and also those students who have their first allergic reaction whilst in school.
- To enable the students affected to be able to self-manage their condition before completion of secondary education and thus be able to approach the next stage in their lives as confident individuals.

This can be achieved by three areas of responsibility – parental, student and school – working together through the following procedures to address and achieve this aim.

Individual parents, students and the appropriate school representative will make a written commitment to this policy.

### **Parental Responsibility**

- To acknowledge the presence of allergens in the school that may affect their child.
- Before the arrival of their child in the school, to assume primary responsibility, along with their child's medical team, for educating their child in the management of his allergies, including training relating to the carrying and administering of Epi-pens, knowledge of feed limitations, not sharing food, utensils or containers with others, telling a staff member if he experiences the onset of a reaction.
- To ensure that their child knows how to manage his condition in the school environment.
- To provide the school with an up to date list of the student's allergies and relevant contact telephone numbers.
- To provide their child with up to date medication, including Epi-pens where necessary, along with a reserve to be held in school.
- To ensure that their child carries an Epi-pen at all times in an agreed place in line with school policy (pocket of blazer).
- To inform the school about and provide the school with a copy of any care plan that exists and to update it as necessary.
- To allow the administration of an Epi-pen or other medication, eg antihistamine, to their child should the need arise.
- To agree with the school the appropriate level of intervention/point of contact should the student experience a reaction.
- To encourage age-appropriate independence.
- To be aware that on school trips the school may have limited control over the food served to their children.
- To be aware that when students are in Year 11 or above the school cannot control what they buy or consume outside the school premises.
- To be aware that the school cannot be responsible for students who buy and consume food on their way to and from school.
- To allow the school to call for medical assistance if it is considered necessary, in line with general school procedures.
- To ensure that the school is being asked to be responsible for a care plan that is considered to be in line with current good practice.

## Student Responsibility

- To have knowledge of the condition and the administration of any relevant medication.
- To not share food, utensils or containers.
- Those students with Epi-pens must carry them in their blazer pocket at school at all times and on all school-arranged activities outside the school.
- During Games and PE lessons those students with Epi-pens must take the responsibility of ensuring that the teachers of that lesson know about their condition and where their Epi-pen is kept when they are not wearing their blazer.
- To be aware that it is their responsibility to tell an adult if they start to feel unwell, unless a reaction is immediate.
- To share their symptoms with a responsible adult in the school and to ask the school to contact their parents if necessary.
- Those students with specific dietary requirements (eg allergies or intolerances) must check with the canteen to ensure that they are able to eat certain foods.
- To check the ingredients of food purchased off-site for them from Year 11 onwards.
- To check the ingredients of any food purchased or offered to them on their way to or from school.
- To be further vigilant with regard to ingredients of any food consumed during school trips.

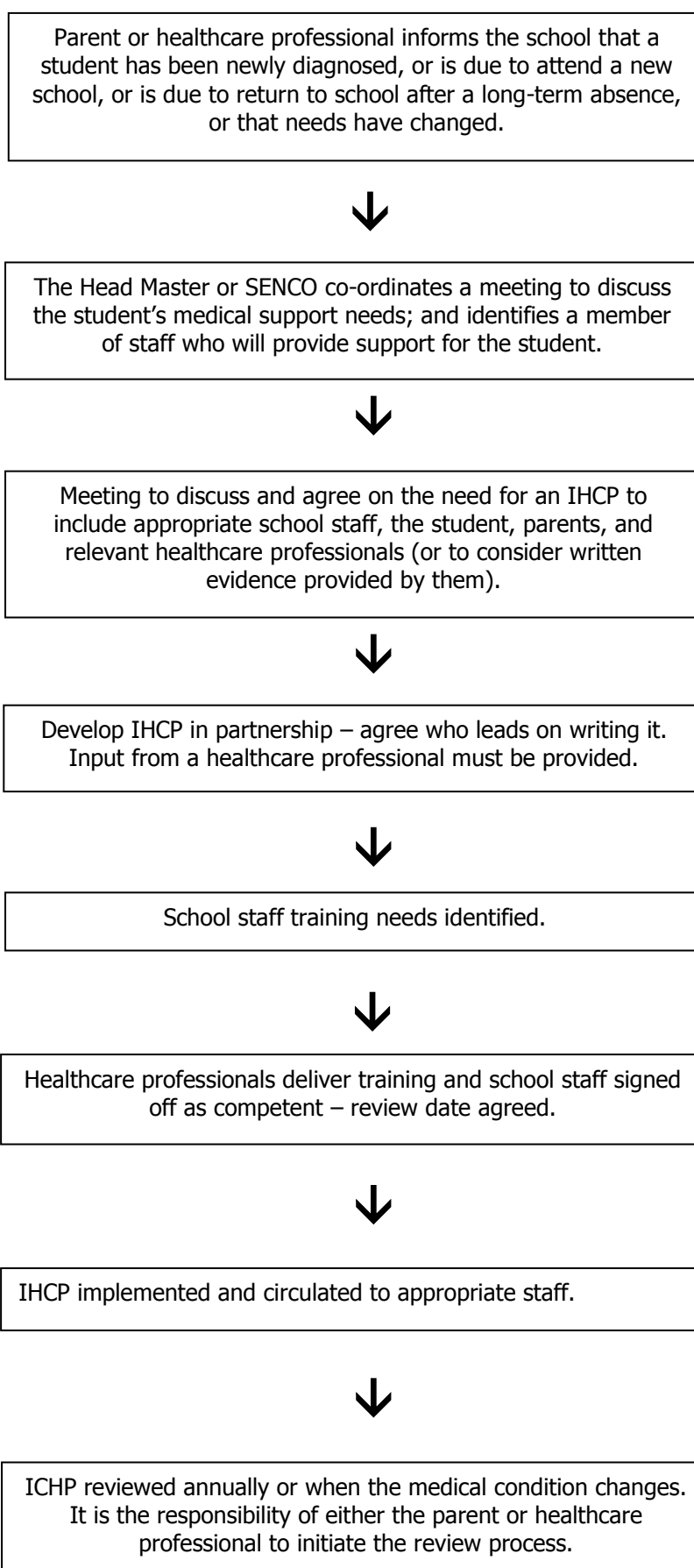
## School Responsibility

- All staff will go through a process of annual training/re-training in relation to allergic conditions – with all new staff including such training as part of their induction process.
- All staff will receive Epi-pen training, which includes recognition of possible life-threatening symptoms, training in medical emergency procedures, the administration of medication and the process of managing an emergency event within the school.
- In the event of a student with an allergic condition going to the School Office feeling unwell, he will be kept in the office and observed by a member of staff and the named family member contact will be called when appropriate and respecting the student's awareness of his condition.
- The School Office will enable the student to contact his parents in privacy if he so wishes.
- School meals will be prepared without the addition of nuts but meals cannot be guaranteed to be nut-free.
- The school will aim to have labelled menus denoting the range of options eg vegan, dairy free, gluten free, vegetarian etc including such labelling of food sold throughout the school.
- The school canteen will be provided with pictures and names of those students known to have specific allergies.
- The school will have office areas appropriate for the storage of medications, including Epi-pens. The storage area for Epi-pens will be kept well marked and accessible, with all staff aware of its location.
- PE staff will ensure that they have easy access to Epi-pens.
- Games staff at the school field will ensure that they have easy access to Epi-pens.
- Staff will, in line with school procedures, summon medical assistance in the event of concerns about the health of a student.

In addition the school will:

- Provide induction for parents of those students with allergic conditions joining the school in order to make them and their child aware of the provision.
- Ensure that all parents are aware of the existence of students in the school with such conditions and request consideration of these when providing packed lunches etc.
- Provide an element of the Personal, Social and Health Education programme for students to raise awareness of such conditions in the school and beyond.
- Involve parents if they so wish in discussion with the School Nurse and SENCO on their child's condition and personal care plan if one exists as well as on a timeline for the student to achieve independence.
- The school will aim to ensure that no nuts or nut products are served during any school-catered event.
- Parents of new boys and parents of current boys will be informed of the school's policy.

**Reviewed:** December 2017  
**Review date:** December 2020

**PROCEDURE FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS (IHCP)**

INDIVIDUAL HEALTHCARE PLAN

<b>Name of School/Setting</b>	
<b>Student's Name</b>	
<b>Group/class/form</b>	
<b>Date of Birth</b>	
<b>Student's Address</b>	
<b>Medical diagnosis or condition</b>	
<b>Date</b>	
<b>Review date</b>	

**FAMILY CONTACT INFORMATION**

<b>Name</b>	
<b>Phone number (work, home &amp; mob)</b>	
<b>Name</b>	
<b>Relationship to child</b>	
<b>Phone number (work, home &amp; mob)</b>	

**CLINIC/HOSPITAL CONTACT**

<b>Name</b>	
<b>Phone number</b>	

**GP**

<b>Name</b>	
<b>Phone number</b>	

**WHO IS RESPONSIBLE FOR PROVIDING SUPPORT IN SCHOOL**

<b>Name</b>	
-------------	--



**Describe medical needs and give details of student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

**Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.**

**Daily care requirements.**

**Specific support for the student's educational, social and emotional needs.**

**Arrangements for school visits/trips etc**

**Other information**

**Describe what constitutes an emergency, and the action to take if this occurs.**

**Who is responsible in an emergency? (*State if different for off-site activities*)**

**Plan developed with:**

**Staff training needed/undertaken – who, what, when**

**Form copied to:**

