# Supporting pupils with medical conditions (including allergies) policy

| | |
|---|---|
| Senior Leader responsible | Ms E. Webb |
| Date approved by LGB | 02/07/2026 |
| Next review date | Summer 2027 |

## 1. Aims

At Dereham Neatherd High School, we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

We will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions and / or allergies
- Roles and responsibilities for everyone in the school community are clear with regard to pupils with medical conditions and / or allergies are clear
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- The procedure for creating, reviewing and managing individual healthcare plans (IHPs) is clear
- Staff and parents/carers understand how we manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Jaime Mallett, Head Teacher.

## 2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school and allergies in schools.This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions. The governing board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to the Headteacher.

### 3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Ensure appropriate cover arrangements are in place in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs

### 3.3 Staff

The Health Care Professional will:

- Ensure that all staff who need to know are aware of a child's condition
- Take responsibility for the development and monitoring of IHPs (as delegated by Headteacher)
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Record and collate allergy and special dietary information for all relevant pupils

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions and / or allergies that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition or allergic reaction needs help.

### 3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, allergies, and / or dietary needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Complete a medication form (if not included in an IHP)
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- 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

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Pupils must arrive at First Aid at the correct time to take their medicine. It is their responsibility to ensure that they arrive to take their medicine at the right times. The First Aid staff will not take the medicine to the pupil unless this has been agreed, or is part of an IHP, or is deemed necessary at the time.

Pupils are also responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

### 3.6 School nurses and other healthcare professionals

The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's health practitioners and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

**4. Assessing risk for pupils with allergies**

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

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- 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 when dogs are brought on to the school site (e.g. a visitor's guide dog, a pet therapy dog or a trained sniffer dog during yearly checks of the school site). Pupils with animal allergies will not interact with animals.

**5. Managing risk for pupils with allergies**

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

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

**5. Equal opportunities**

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

### 6. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

We ask that parents/carers proactively inform us by either phone call to the school on 01362 697981 or an email to office@neatherd.org if their child's medical needs change during the school year.

### 7. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. The day-to-day responsibility has been delegated to the Health Care Professional.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care plan (EHCP). If a pupil has special educational needs (SEN) but does not have an EHCP, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board, the head teacher and / or the Health Care Professional will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting 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

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

## 8. Managing Medicines

- Prescription and non-prescription medicines will only be administered at school:
  - When it would be detrimental to the pupil's health or school attendance not to do so, **and**
  - Where we have parents/carers' consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

### 8.1 Procedure to be followed when a pupil has prescribed medicines

If a pupil needs to take any form of medication at school his/her parents/ carers need to complete a medication form (available from Reception or the school website under the

"Information for you" section, Appendix 1 and 2). This needs to be brought into Reception.

If the pupil is not administering their own medication, each item of medication should be delivered to Mrs Jones or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed by the pharmacist. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

In most cases the pupil's medicine will be left at the First Aid office. The exceptions to this are: if the pupil has asthma and uses an inhaler, if they have diabetes and use the Novopen regime, if they have an allergy and use an auto-injector, or if they have been prescribed a controlled medicine and the pupil is competent to take the medication themselves.

The medication will be stored in a locked cabinet or the fridge if delivered to us, and administered appropriately. The pupil must arrive at First Aid at the correct time to take his/her medicine. It is their responsibility to ensure that they arrive to take their medicine at the right times. The First Aid staff will not take the medicine to the pupil unless it is part of an agreed plan. The school will keep records, which they will have available for parents to see if they wish.

**8.2 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.
All staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency.

If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan.

If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one. A school AAI device will be used instead of the pupil's own AAI device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)

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.

**8.3 Specialist Resource Base**

If a pupil in the SRB needs to take any form of medication at school his/her parents/ carers need to complete a medication form (available from Reception or the school website under the "Information for you" section, Appendix 1). This needs to be brought into Reception with the medicine.

Medication for the SRB is stored in a locked cabinet in the SRB office. It must be clearly labelled, as above. A member of the SRB staff will administer the medication and record it on the relevant form (Appendix 2), also stored in the locked medicine cabinet.

**8.3 Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the first aid room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

**8.4 Non – Prescribed Medicines**

The school does allow pupils to carry paracetamol or ibuprofen provided they are for their own use and their parents/ carers have given permission for this. They must not give their tablets to anyone else to take.

**8.5 Refusing Medication**

If a pupil refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

**8.6 Safe Storage of Medicines**

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Pupils will be informed where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline pen "auto-injectors", will be readily available to pupils and will not be locked away.

**8.7 Outside of school building procedures**

Should a situation arise outside of the school building, in a PE lesson or during community time then the standard emergency procedure will be followed. A member of staff or a pupil will be sent to get first aid assistance from a fully trained member of staff- all PE staff are first aid trained. The PE department will follow their Accident Procedure.

**8.8 Offsite visits**

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. It is the parent and pupil's responsibility to ensure that the correct medication is taken with them and that the staff are fully aware of the medication required. A risk assessment with emergency instructions for staff is produced for every off-site trip. There may be occasions when it may not be possible to include a pupil with a medical condition on a school trip if appropriate supervision cannot be guaranteed, but every step will be taken to ensure that this is not the case.

For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part. The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.

Pupils at risk of anaphylaxis who are able to administer their own AAIs (adrenaline auto-injectors) should carry their own AAI with them on school trips and off-site events.

**8.9. Unacceptable practice**

School staff will use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil with a known medical condition becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

- Penalise pupils for their attendance record if their absences are directly related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## 9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 10. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the head teacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions and / or allergies they are being asked to support with, their implications and preventative measures
- Help staff to spot the signs of allergic reactions (including anaphylaxis), and understand the importance of acting quickly
- Ensure staff know where AAIs are kept on the school site, and how to access them

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they

can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Any specific training required by staff on the administration of medication (e.g. adrenaline via an AAI) will be provided. Staff will not administer such medicines unless they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

**11. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

**12. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

**13. Complaints**

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Health Practitioner in the first instance. If the Health Practitioner cannot resolve the matter, they will direct parents to the school's complaints procedure.

**14. Policy Compliance and Evaluation**

This policy statement will be monitored and evaluated regularly by the Deputy Headteacher: Pupil Welfare

**15. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Pupils with health needs who cannot attend school

**Appendix 1**

# Dereham Neatherd High School

## Medication At School Record Form

**Medication At School Record Form**

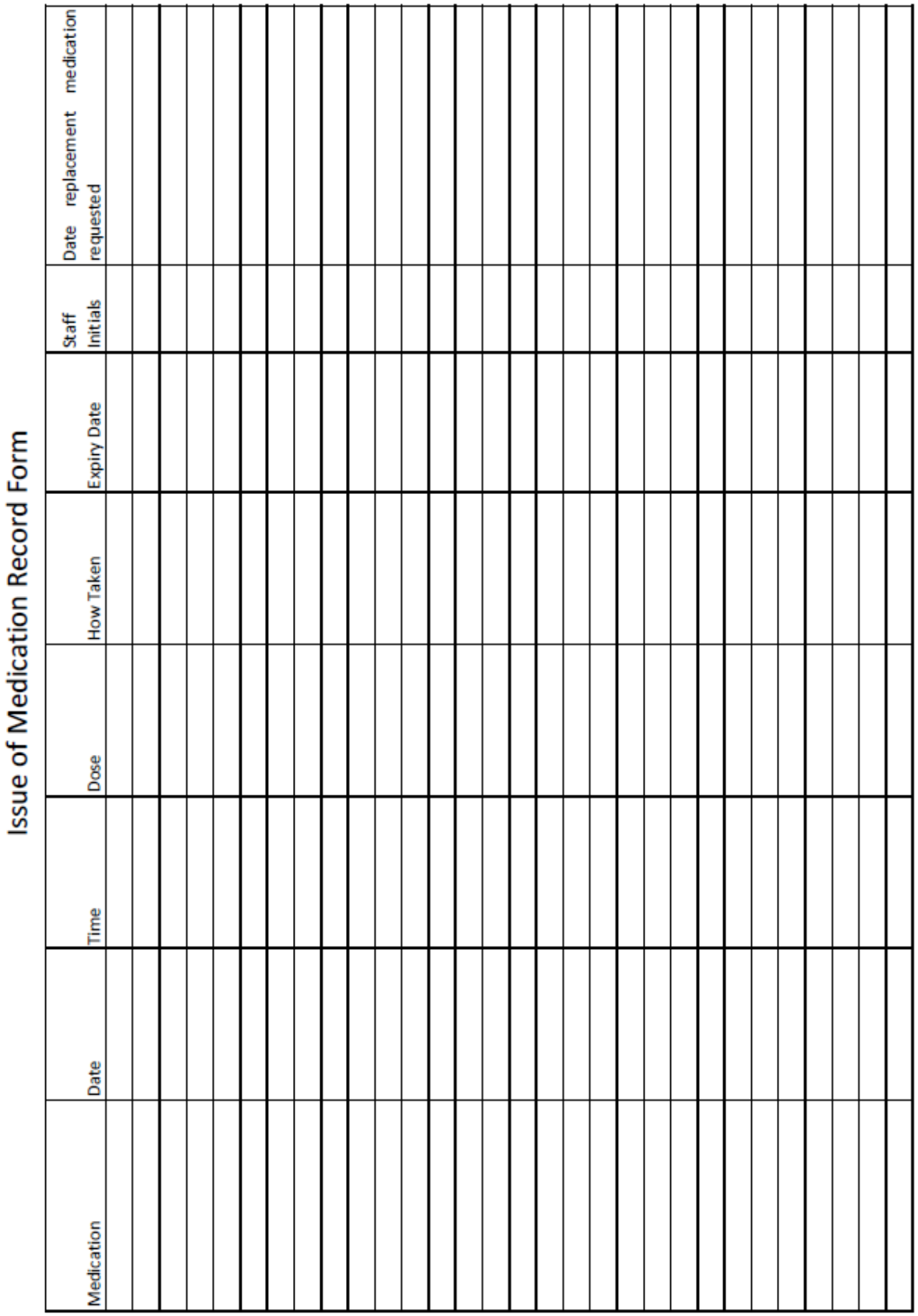
| | |
|---|---|
| Name of Child: | |
| Name of Medicine: | |
| Date Start: | |
| Date Stop: | |
| Dosage & Method: | |
| Times to be administered: | |
| Special Storage Requirements:<br>(If YES Specify) | Yes / No (delete as appropriate)<br>Fridge / Locked medication cabinet |
| Child To Self-Administer: | Yes / No (delete as appropriate) |
| Teacher Supervision Required | Details will be recorded of dose time & date |
| Teacher To Administer Medication | Yes / No (delete as appropriate) |
| Is packaging original / used | Yes / No |
| Is information leaflet enclosed | Yes / No |
| Procedures to take in an Emergency | |
| CONTACT DETAILS<br>Name:<br><br>Daytime Telephone No:<br><br>Relationship to Pupil: | .....<br>.....<br>.....<br>..... |

Declaration

I hereby give permission for medicine to be given to my child in accordance with the details above.

| ..... | ..... | ..... |
|---|---|---|
| Signature | Name (block capitals) | Date |

**Appendix 2**



Issue of Medication Record Form

| Medication | Date | Time | Dose | How Taken | Expiry Date | Staff Initials | Date replacement medication requested |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

## Appendix 3

### FIRST AID INCIDENT FORM – Dereham Neatherd High School

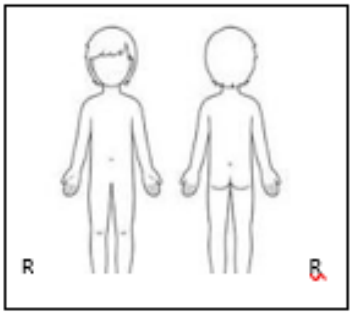
| | | | |
|---|---|---|---|
| **Date of incident** | **AVPU** | Awake/Alert | Y/N |
| **Time of incident** | | Verbal | Y/N |
| **Arrival at first aid** | | Pain | Y/N |
| | | Unresponsive | Y/N |

| **Name of person injured** | **Year and Form** | **Staff/visitor**<br>**Witness statement Yes / No**<br>**Notify** Reception/SLT/Site/ Cleaning/PSO/Attendance |
|---|---|---|
| | | |

| **Where incident happened** | **Activity being undertaken** | **Described what happened to cause injury/illness** |
|---|---|---|
| | | |

| **Injuries/illness** | | **Body part affected** | **Left** | **Right** | **Temperature** |
|---|---|---|---|---|---|
| Mental Health | | Arm/Elbow/Wrist/Hand/Fingers | | | **Time** |
| Headache /Migraine/ Temperature | | Shoulder/neck/chest | | | **Temp** |
| Vomiting/ Nausea | | Back – lower / upper | | | **Time** |
| Head injury | | Abdomen/hips/pelvis | | | **Temp** |
| Cut/Graze/Bump/Bruise/Burn | | Legs/thighs/knee/ankle/foot/toes | | | **Time** |
| Nosebleed | | Head | | | **Temp** |
| Assault/fight/malicious action | | Eyes/ears/nose/mouth | | | **Time** |
| Asthma/Medical condition | | | | | **Temp** |
| Allergy/hayfever | | | | | **Time** |
| Other | | | | | **Temp** |

**Describe treatment given with reasons**

**Name of First Aider**…… **Signature of first aider** ……

| **Phone call home** | | **Mum/Dad/Carer/Other** | |
|---|---|---|---|
| **Back to lessons** | | **Mobile** | |
| **Head Injury Sticker** | | **Landline** | |
| **Paracetamol consent** | | **Work** | |
| **Went home** | | **Voicemail left** | |
| **Advised GP / A&E** | | **Text sent** | |
| **Paramedics called** | | **Email sent** | |
| **Time** | | **Time** | |