

EAMDG



# Donhead Preparatory School

## Supporting Students with Medical Conditions Policy

### Introduction

This policy was written in compliance with current legislation and guidance, such as, The Department for Education (DfE) guidance: *Supporting Pupils at School with Medical Conditions (2014)* and The Equality Act (2010), to ensure our duty to prevent discrimination and provide reasonable adjustments for students with medical conditions and disabilities.

The school is committed to collaborative working with Integrated Care Systems (ICS), ensuring seamless support for students requiring medical care at school, in line with the Health and Care Act (2022).

This policy is compliant with SEND Code of Practice (2014, updated 2020) to ensure alignment with the SEND Code of Practice and collaboration between the school's SEN team, healthcare professionals, and parents to identify and address overlapping medical and special educational needs.

The school provides reasonable adjustments under the Equality Act (2010), ensuring access to learning for pupils with medical conditions.

Recent update reflects *Keeping Children Safe in Education (2024)* due to medical conditions intersecting with safeguarding concerns, such as neglect or abuse related to a child's health.

This policy should be read in conjunction with other school policies, such as, The Accessibility Plan, SEND, Health, Safety and First Aid, Missing Child, Equal Opportunities and School Safeguarding Policy.

### POLICY STATEMENT

#### Our vision and values

Donhead is committed to providing the best quality provision for all pupils and adult members of the wider community. We want to ensure that all children have full and equal access to the curriculum and all aspects of school life that prepares them for life beyond school. The same commitment applies to the extended curriculum beyond the classroom. Donhead will work to remove barriers in every area of school life, and this will be part of our wider commitment to equal opportunities. Donhead is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

At Donhead we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. Donhead aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this.

Donhead understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at Donhead and receive training on the impact this can have on pupils.

Donhead 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.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information. The school takes advice and guidance from Merton Council's School supervised medication information which states that:

'If pupils need to take their own medicines it is essential that these are accompanied by written permission and instructions from the parent/guardian or GP'.

which is kept on file under the pupil's own DMS.

The members of staff responsible for this policy and its implementation are Mrs F Tavares, Mrs M Plech-Blair and the Headteacher.

### **School and Community Consultation for the Policy.**

Our medical conditions policy has been drawn up in consultation with key stakeholders, from both within the school and healthcare. These key stakeholders include:

- Pupils with medical conditions.
- Parents.
- Headteacher.
- Teachers and support staff.
- Special Educational Needs and Disability Co-ordinator.
- First aiders.
- The local authority.
- School nursing service.
- Specialist healthcare workers.
- Governors.

The views of pupils with medical conditions are considered central to this policy. The school commits to developing this policy and acknowledging suggestions that may be put forward in the future.

### **School and Community Involvement with the Policy.**

Pupils are informed and regularly reminded about the policy:

- By the parents.
- In Form Time.
- Through the assemblies.
- Through the school council.
- In Personal, Social and Health Education lessons (P.S.H.E).
- Through school wide communication about the policy.

Parents are informed and regularly reminded about the policy:

- When their child is enrolled as a new pupil.
- When communication is sent out about the Healthcare Plans.
- Via the school website where it is available all year round.
- Through school wide communication about the policy.

School staff are informed and regularly reminded about the policy:

- At INSET day before the start of the Michaelmas Term when Compulsory Policies are required to be read and reading confirmed by an electric signature of individual Staff which is kept in a log centrally.
- At scheduled medical conditions training or training for individual students.
- Through school-wide communication.
- All supply and temporary staff are informed of the policy, how to access it and their responsibilities

Governors ratify the policy and review it annually.

## Staff Training and Knowledge

- Staff who work with groups of pupils at Donhead receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for relevant staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at Donhead, is displayed in prominent locations for all staff.
- Donhead uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance.
- Staff are aware of the most common serious medical conditions at Donhead and they understand their duty of care to pupils in the event of an emergency.
- In an emergency situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication.

However, staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved.
- receive appropriate training.
- work to clear guidelines.
- have concerns about legal liability.
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## General Emergency Procedures

The school will ensure that 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.
- New staff and supply staff are inducted into school processes.
- If a pupil needs to be taken to hospital, and their parent is not immediately available, a member of staff will 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.
- Donhead has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Staff must not take pupils to hospital in their own car, unless a delay may cause serious long term damage or a fatality. In this case 2 staff must accompany the student.

## Administering medication

- All pupils at Donhead with medical conditions have access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- A record is kept of all medication administered.
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils. At Donhead, all medicines for children from Reception – Elements are kept in the school office.
- Each medication is kept in a year group box that the children belongs to.
- Any emergency medication, an authorisation form must be filled in by the parent and submitted with the medication to the school with full instructions for administering.
- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional

support necessary, including any additional medication or equipment needed. These students must be named on the risk assessment for each off-site activity.

- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication is not available, the school makes alternative arrangements to provide the service via another trained adult.
- Parents at Donhead understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately in writing. This is communicated regularly throughout each academic year.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
- If a pupil at Donhead refuses their medication, staff record this and contact parents as soon as possible.

### **Storing medicines at School**

- There is an identified member of staff who ensures the correct storage of medication at school.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept in a locked cupboard and only staff have access.
- Every month during school term, the identified member of staff checks the boxes for all medication stored at school; this check is documented. The expiry dates are entered onto the system and an email is received when the medication is due to expire. Parents are then reminded to bring in a replacement.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Some medication for pupils at Donhead may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

### **Safe disposal of Medication**

- If parents do not pick up out-of-date medication, medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in Donhead are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff on the risk assessment is responsible for its safe storage and return to school.
- Collection and disposal of sharps boxes is dealt with appropriately.

### **Record keeping & Healthcare Plans**

Parents at Donhead are asked if their child has any health conditions or health issues on the medical information form, which is filled out when they start at the school. Parents of new pupils starting at other times during the year are also asked to provide this information on medical information forms. Parents are asked to notify the school, in writing, should there be any changes.

### **Drawing up Healthcare Plans**

Donhead uses a Healthcare Plan to record important details about individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments.

Further documentation can be attached to the Healthcare Plan if required. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan

together. Parents must provide information from the medical professional to inform the Healthcare Plan.

### **School Healthcare Plan Register**

Healthcare Plans are used to create a centralised register of pupils with medical needs. The identified members of staff who have responsibility for the register at Donhead are Mrs F Tavares and Mrs M Plech- Blair.

The responsible members of staff clarify the details on a pupil's Healthcare Plan with the parents, if necessary.

### **Ongoing communication and review of Healthcare Plan**

- Parents at Donhead are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is done via Headteacher's letters and the weekly newsletter.
- The parent must let the school know at the start of term if the medication has changed. We check with parents annually if the medication we hold is still required.
- Every pupil with a Healthcare Plan at Donhead has their plan discussed and reviewed at least once a year where the school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

### **Storage and access to Healthcare Plans**

- Parents at Donhead are provided with a copy of the pupil's current agreed Healthcare Plan.
- A central copy of Healthcare Plans are saved on the DMS of each pupil and also on shared area Admin, Medical.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- Donhead ensures that all staff protect pupil confidentiality and follow the GDPR guidelines.
- Donhead will allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. Parents should notify the school if they do not consent to this.
- Donhead seeks permission from the parents before sharing any medical information with any other party.

### **Use of Healthcare Plans**

Help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with medical professionals. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this Healthcare plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

### **Consent to administer medicines**

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine. Parents must fill out an Authorisation to Administer Medicine Form.

### **Residential visits and School Trips**

Parents are sent a residential visit/school trips 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.

If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip prior to departure.

All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours' activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

### **Other record keeping**

Donhead keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Donhead holds training on common and specific medical conditions, led by a healthcare/parent professional. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained. Various members of staff are Paediatric First Aid trained, All EYFS staff and other staff.

### **Physical environment**

Donhead is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes school trips and journeys.

### **Social Interactions**

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

### **Exercise and physical activity**

- Donhead understands the importance of all pupils taking part in sports, games and activities.
- Donhead ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Donhead ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- Donhead ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- Donhead ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

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

## Mental Health

- There is a close relationship between medical and mental health needs, as emphasized in the *Transforming Children and Young People's Mental Health Provision: Green Paper (2017)*.
- Staff training includes identifying and supporting mental health concerns linked to medical conditions, such as anxiety or depression.
- The school also offers increased provision to meet their needs, including Emotional Literacy Support Assistant (ELSA), Drawing and Talking Therapy and two Therapy Dogs. The school SENDCo provides advice to parents on more specialist support, such as therapy and Clinical Psychology, when appropriate.

## Education and learning

Donhead 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 at school, they have limited concentration or they are frequently tired, all teachers at Donhead understand that this may be due to their medical condition.
- Teachers at Donhead are aware of the potential for pupils with medical conditions to have special educational needs and disabilities (SEND).
- Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCo. The school SENDCo consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Many students with medical conditions may also have SEND, therefore there is emphasis on identifying and supporting coexisting needs. This is achieved through robust communication and joint working between SEND staff, healthcare professionals, and parents and procedures to raise concerns about students' progress. Please refer to SEND Policy and Curriculum and Assessment Policies.
- The school staff ensure reasonable adjustments for pupils with disabilities are in place, as per the Equality Act (2010), including adaptations to the environment, teaching and learning and Exam Access Arrangements.

## Residential visits

Detailed risk assessments are carried out by staff prior to any out-of-school visit and medical conditions are considered during this process. Factors considered 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.

Donhead understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

(Relevant policy link Educational Visits Policy)

## Reducing or eliminating common triggers that can exacerbate medical conditions

- Donhead is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The school has a list of potential triggers for the common medical conditions at Donhead. If required, the school will produce a trigger reduction schedule and will actively work towards reducing or eliminating these health and safety risks.
- Written information about how to avoid common triggers for medical conditions is provided to all school staff.
- Donhead uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.



- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Donhead's policy and procedures are implemented after each review.

## Roles and responsibilities

Donhead works in partnership with all relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at Donhead. These roles are understood and communicated regularly.

### Governors

- Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented.
- They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. (Supporting Pupils with Medical Conditions April 2014).
- Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

### Headteacher

Donhead's Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, pastoral support, parents, governors, the school health service, the local authority transport service, and local emergency care services.
- 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 using pupils' Healthcare Plans.
- 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, manage Healthcare plans and maintain the school medical conditions register.

### All Staff

All staff at Donhead 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 and be familiar with the content of the pupil's Healthcare Plan.
- 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.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure that they take a copy of the child's Healthcare plan and any medication or food necessary on school trips.

- 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.
- Must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the Healthcare Plan.

### **Teaching staff**

Teachers at Donhead have a responsibility to:

- Ensure 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, Inclusion Manager and relevant Assistant Head 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.

### **First aiders**

First aiders at Donhead have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

### **Lead Medical Person**

The Lead Medical Person will have the responsibility to:

- Help update the school's medical conditions policy.
- Liaise with parents about individual medical needs.
- Support parents with children with specific medical needs.
- Check the expiry date of medicines kept at school, manage Healthcare plans and maintain the school medical conditions register.

### **Pupils**

The pupils at Donhead have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect and know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and to take it when they need it, under supervision.
- Ensure a member of staff is called in an emergency situation.

### **Parents**

The parents of a child at Donhead have a responsibility to:

- Tell the school if their child has a medical condition, in writing.
- Ensure the school has a completed, signed and up-to-date Healthcare Plan for their child.
- 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 residential trips and other out-of-school activities.
- Inform the school in writing about any changes to their child's medication, what they take, when, and how much.
- Inform the school, in writing, 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, when requested.
- 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.

### **Lead First Aider**

Mrs F Tavares is the lead paediatric First Aider.

Donhead will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that Mrs F Tavares will be involved in the care plan process, as appropriate, including the following:

- Supporting development and updating of Healthcare plans, regularly.
- Informing the school of pupils in need for a Healthcare plan.
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions.
- Collating relevant health information to support pupil, family and school to inform the Healthcare plan.
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to school.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance identifies these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

### **Donhead considers the following unacceptable practices: -**

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Healthcare Plans.
- Send children who have become ill to the school office or medical room unaccompanied, or with someone unsuitable.
- Penalise children for their attendance record if their absences are 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.

From: Supporting Pupils at School with Medical Conditions 2014

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

### **Related Policies**

Anti- Bullying Policy

Safeguarding Policy

Behaviour & Sanctions Policy

SEND Policy  
First Aid Policy  
Health and Safety Policy  
The Accessibility Plan

Updated January 2025 (subject to annual review)

**Appendices:**

Permission forms

Authorisation for school staff to administer medicines.

Allergy Action Plan for Epipen.

Allergy action plan for JEXT.

Individual Health Care Plan Template.



**DONHEAD**  
PREPARATORY SCHOOL

## **AUTHORISATION FOR SCHOOL STAFF TO ADMINISTER MEDICINES**

I give permission for the school office to administer medicine to my child

Name \_\_\_\_\_ Class \_\_\_\_\_ DOB \_\_\_\_\_

Allergies \_\_\_\_\_

Medication \_\_\_\_\_

Time required \_\_\_\_\_

Treatment for \_\_\_\_\_

How long for \_\_\_\_\_

Contact details Parent Mobile and

GP \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

This child has the following allergies:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Photo

### Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

### Action to take:

- Stay with the child, call for help **if necessary**
- **Locate adrenaline autoinjector(s)**
- Give antihistamine:  
..... (If vomited, can repeat dose)
- **Phone parent/emergency contact**

## ● Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: **ALWAYS** consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

- |  |  |   |
|--|--|---|
| <p><b>A AIRWAY</b></p> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul> | <p><b>B BREATHING</b></p> <ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul> | <p><b>C CONSCIOUSNESS</b></p> <ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul> |
|--|--|---|

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1 Lie child flat with legs raised (if breathing is difficult, allow child to sit)



- 2 Use Adrenaline autoinjector without delay (eg. EpiPen®) (Dose: \_\_\_\_\_ mg)

- 3 Dial 999 for ambulance and say **ANAPHYLAXIS** ("ANA-FIL-AX-IS")  
**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

### AFTER GIVING ADRENALINE:

1. **Stay with child until ambulance arrives, do NOT stand child up**
2. **Commence CPR if there are no signs of life**
3. **Phone parent/emergency contact**
4. **If no improvement after 5 minutes, give a further adrenaline dose using a second autoinjectable device, if available.**

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital **is recommended after anaphylaxis.**

### Emergency contact details:

1) Name: \_\_\_\_\_



2) Name: \_\_\_\_\_



Parental consent: I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

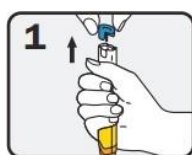
Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

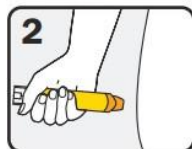
Date: \_\_\_\_\_

For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit:  
[sparepensinschools.uk](http://sparepensinschools.uk)

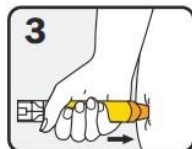
### How to give EpiPen®



**PULL OFF BLUE SAFETY CAP and grasp EpiPen.**  
Remember: "blue to sky, orange to the thigh"



**Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"**



**PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds. Remove EpiPen.**

### Additional instructions:

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

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Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_



Date: \_\_\_\_\_

This child has the following allergies:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Photo

## ● Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: **ALWAYS** consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

- |  |  |   |
|--|--|---|
| <p><b>A AIRWAY</b></p> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul> | <p><b>B BREATHING</b></p> <ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul> | <p><b>C CONSCIOUSNESS</b></p> <ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul> |
|--|--|---|

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1** Lie child flat with legs raised (if breathing is difficult, allow child to sit)



- 2** Use Adrenaline autoinjector without delay (eg. **Jext®**) (Dose: \_\_\_\_\_ mg)

- 3** Dial 999 for ambulance and say **ANAPHYLAXIS** ("ANA-FIL-AX-IS")

**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

1. **Stay with child until ambulance arrives, do NOT stand child up**
2. **Commence CPR if there are no signs of life**
3. **Phone parent/emergency contact**
4. **If no improvement after 5 minutes, give a further adrenaline dose using a second autoinjectable device, if available.**

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

### ● Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

#### Action to take:

- Stay with the child, call for help **if necessary**
- **Locate adrenaline autoinjector(s)**
- Give antihistamine: \_\_\_\_\_ (If vomited, can repeat dose)
- **Phone parent/emergency contact**

### Emergency contact details:

1) Name: \_\_\_\_\_



2) Name: \_\_\_\_\_



**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAIs in schools.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)

### How to give Jext®



1 Form fist around Jext® and PULL OFF YELLOW SAFETY CAP



2 PLACE BLACK END against outer thigh (with or without clothing)



3 PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds



4 REMOVE Jext®. Massage injection site for 10 seconds

### Additional instructions:

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

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Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_



Date: \_\_\_\_\_

This child has the following allergies:

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Photo

## ● Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: **ALWAYS** consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

- |  |  |   |
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|--|--|---|

**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1** Lie child flat with legs raised (if breathing is difficult, allow child to sit)



- 2** Use Adrenaline autoinjector without delay (eg. Emerade®) (Dose: \_\_\_\_\_ mg)

- 3** Dial 999 for ambulance and say **ANAPHYLAXIS** ("ANA-FIL-AX-IS")

**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

- 1. Stay with child until ambulance arrives, do NOT stand child up**
- 2. Commence CPR if there are no signs of life**
- 3. Phone parent/emergency contact**
- 4. If no improvement after 5 minutes, give a further adrenaline dose using a second autoinjectable device, if available.**

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

### ● Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

#### Action to take:

- Stay with the child, call for help **if necessary**
- **Locate adrenaline autoinjector(s)**
- Give antihistamine: \_\_\_\_\_ (If vomited, can repeat dose)
- **Phone parent/emergency contact**

### Emergency contact details:

1) Name: \_\_\_\_\_



2) Name: \_\_\_\_\_



**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

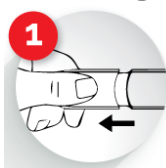
Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

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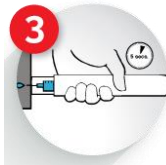
### How to give Emerade®



REMOVE NEEDLE SHIELD



PRESS AGAINST THE OUTER THIGH



HOLD FOR 5 SECONDS  
Massage the injection site gently, then call 999, ask for an ambulance stating "Anaphylaxis"

### Additional instructions:

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

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Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_



Date: \_\_\_\_\_



# Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


## Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


## Clinic/Hospital Contact

Name

Phone no.


## G.P.

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child'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 pupil'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

## Template B: parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s)

Date

## Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_