

COWORTH-FLEXLANDS SCHOOL

ALLERGIES AND OTHER MEDICAL CONDITIONS POLICY **WITH REGARD TO STAFF AND PUPILS**

**This policy is to read in conjunction with the school policies for:
First Aid and Medical Administration**

AIMS AND OBJECTIVES

- To encourage children with named conditions and allergies to participate as fully as possible and achieve their potential in all aspects of school life
- To provide an environment that is favourable to both children and staff who suffer from any medical condition
- To be aware of any adults who may suffer from a medical condition or allergy present on the school premises

TEACHING STRATEGIES

- All staff will be given basic emergency first aid training once every three years as to the procedures necessary in dealing with a medical incident
- The school will also maintain at least three fully trained first aid staff, one manning the school office
- There will be regular training sessions for the administration of Epipens, inhalers and any other medical needs appropriate to children in school at that time taken by a professional in this field
- Any member of staff who feels that they do not wish to be responsible for the administration of such medicines should feel free to make an indication of this to the Head
- Teachers will ensure that children are aware of any other children who suffer from a medical condition and are aware of the correct procedure to follow in obtaining adult help in a medical incident
- Teachers are to report any (perceived or announced) change in medical conditions to the school office

RECORDING AND REPORTING

- Before children enter the school, parents will be asked to complete documentation regarding medical details including any existing condition and allergies of which the school should be aware – use the form provided in the medical administration policy
- Employees of the school will also be required to notify any relevant medical information
- This information will be kept in a medical register in the School Office, which is available to all staff. The register will be checked each term and up-dated as necessary. Parents must be encouraged to inform the school as to any changes in their child's condition
- Relevant information and photographs of affected children and staff will be posted on the Notice Board in the Staff Room and Kitchen, using the form at **Appendix 1**
- Staff to be notified of any recent relevant information or concerns regarding a pupil at weekly Staff Meetings
- Necessary food allergy information will be issued to the catering staff
- An incident requiring treatment needs to be recorded in the Accident Book by the person in the position of responsibility
- A form will be issued after an incident on an off-site swimming activity by the pool staff. This will then be put into the Accident Book
- With regard to swimming, and following a foot inspection, a letter will be issued on an individual basis to those parents whose child requires treatment for athlete's foot or a verucca
- The relevant documentation regarding the treatment of medical incidents and conditions will be kept in a clearly marked file to be available in the Office at all times

ADMINISTRATION OF MEDICATION AT SCHOOL

If a child becomes unwell during the school day, a parent will be contacted and asked to take the child home. Where severe medical conditions exist the following rules apply:

Allergies

- Most allergic reactions are minor and do not require first aid or assistance. In a number of very rare cases a person will have a serious reaction that will result in anaphylactic shock. In this case emergency action is necessary. If an allergic pupil becomes ill, it is likely that that person or someone with them will say that he/she is suffering from an allergic reaction. IMMEDIATELY SEND SOMEONE TO DIAL 999 or 112 and ask for ambulance service and state that a pupil has collapsed and we believe they are suffering from anaphylactic shock and give details
- Two Epipens for each child are needed so that one can be kept in the school office and the second in the dining room. One Inhaler to be kept in a secure place in pupil's classroom. Staff are trained on use of Epipens

Diabetes

- Children with diabetes are likely to suffer from Hypoglycaemia (low blood sugar) (Hypo), or Hyperglycaemia (high blood sugar) (Hyper). This can be determined by the pupil taking a blood test which they may be capable of administering themselves with staff supervision, but it is likely they will initially have to be supported by one of their parents
- Hypos are usually unexpected and sudden, and usually due to a lack of carbohydrate, strenuous exercise or not enough to eat. The child may feel hungry, sweating, trembling, pale and have difficulty concentrating – they are to be encouraged to eat and drink high sugar content products, in the classroom if necessary
- Hyper symptoms appear slower and build up over a period of time. Symptoms such as thirst, tiredness and nausea – they are encouraged to rest and if the blood test indicates then administer an insulin injection under supervision
- Parents should advise the school in detail, in writing of care required for the child. A care plan will then be produced and made available to all staff. Communication between child, teacher, parents and school is paramount

Asthma

- Parents must complete a School Asthma card. Children with asthma should have a named reliever inhaler in school and will know how to use it. This should be kept in a safe, easily accessible place by the class teacher. Younger children may also have a spacer. Inhalers should be taken to P.E./Games lessons and on educational trips and noted in the Risk Assessment. Minor attacks should not interrupt the involvement of a pupil with asthma in school. When they feel better they can return to school activities. However, parents must always be informed if their child has had an asthma attack. If the attack is persistent or severe an ambulance must be called and a member staff will accompany them to hospital. Parents should be notified immediately.

All personal medication to be returned at the end of term to be date checked before returning to school

EMERGENCY ACTION PLAN

In the event of an emergency in a classroom or outside, the teacher will call for assistance using nearest phone, a walkie-talkie, nearest adult or if necessary send two children to the School Office with the appropriate red, green or yellow card in accordance with the school first aid policy:

Red Card – office staff to:

- Send appointed first aider
- call ambulance
- post a member of staff at the entrance to the school to guide the ambulance in
- phone parents when possible

Yellow Card - Office Staff to:

- send appointed first aider

Green Card - Office Staff to:

- send another member of staff to assist

An incident requiring a visit to the hospital by ambulance a member of staff will accompany the pupil in the event of the parents being unavailable. As a general rule staff will not drive pupils to hospital, but if unavoidable then an extra member of staff will accompany them.

PROVISION FOR OFF-SITE CARE

- It is the responsibility of the party leader to ensure that medical information and the necessary medication is taken on every off-site visit. The associated risk assessment documentation is to be completed with medical details. In the case of visits requiring an overnight stay, information regarding accompanying staff should also be taken in accordance with the school Educational Visits Policy
- A school mobile phone should be available for off-site visits and numbers noted on the risk assessment documentation

Appendices:

1. Emergency Medical Information

Signed:
Chair of H&S Committee

Dated:

Appendix 1 to Allergy and other medical; condition Policy: **EMERGENCY MEDICAL INFORMATION**

Name		<h1>Picture</h1>
Date of Birth		
Class		
Form Teacher		
Problem		
Emergency Treatment	What to do and where medicine is: (see over for extra instructions i.e. EPIPEN)	
Emergency Contacts		