

St Paul's

C of E Primary School



A place to belong

Medical Policy Including Allergens

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Reviewing Committee:	FGB
Statutory / Non Statutory:	Statutory

St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia), Compassion, Perseverance and Forgiveness*

“Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely.”

Romans 12:5-8

St. Paul's CE Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents, carers and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school and dealing effectively with medication, incidents requiring First Aid and the use of inhalers.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents and carers are responsible for working alongside the school in identifying allergens and potential risks, minimising the need for medication to be administered at school where possible and ensuring inhalers and medicines are in date, in order to ensure the health and safety of their children. School will seek updated medical information at the commencement of each school year via the student update form. Any change in a child's medical condition during the year must be reported to the school.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Medication Policy

Children may have medication at school if it has been prescribed by a doctor and:

- 1 They are fit enough to be here.
- 2 The child has been prescribed more than three doses a day which cannot be administered outside of the school day.
- 3 The medicine and spoon are put in a plastic bag / box clearly labelled with the Childs' name, dosage instructions and on completion of a parental consent for school to administer medicine form. These are available from the school office.
- 4 The medicine is handed in and collected by an adult to the class teacher or school office staff.
- 5 The school is not in any way held responsible for the medication

Procedure

All medicine should be kept in the staff room in the fridge or first aid cupboard in the school office.

Consent forms should be kept in the school office, then filed in the pupil folder on completion of the course.

All medication administered must be recorded on the consent form. The staff member must date/time and sign consent form each time medicine is administered.

A record of all medicines administered must be recorded on the electronic medical log by the School Office Administrators.

Inhalers / Epi-pens

Inhalers should be kept in the class medical box. Epi-pens are kept in a labelled bag in the child's classroom.

Class teachers are responsible for ensuring all medicines along with class first aid kits are taken with the child and class when off school site. (PE / allotment / church and all educational school visits).

Regular checks are done to ensure medication is in date and parents informed if not. (September and January by School Administrator).

Allergies

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Anaphylaxis – or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites or medicines.

EpiPen – brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Minimized Risk Environment – An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan – A detailed document outlining an individual child's condition treatment, and action plan for location of EpiPen.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

Hives

Generalised flushing of the skin

Itching and tingling of the skin

Tingling in and around the mouth

Burning sensation in the mouth

Swelling of the throat, mouth or face

Feeling wheezy

Abdominal pain

Rising anxiety

Nausea and vomiting

Alterations in heart rate

Feeling of weakness

All staff members are responsible for:

Acting in accordance with the school's policies and procedures at all times.

Attending relevant training regarding allergens and anaphylaxis.

Responding immediately and appropriately in the event of a medical emergency.

Reinforcing effective hygiene practices, including those in relation to the management of food.

Promoting hand washing before and after eating.

Monitoring all food supplied to pupils by both the school and parents and carers, including snacks, ensuring food containing known allergens is not provided.

Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

Ensuring that any necessary medication is out of the reach of pupils but still easily accessible to staff members.

Kitchen staff are responsible for:

Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation, and the processes for identifying pupils with specific dietary requirements.

Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.

Parents and Carers are responsible for:

Providing written advice from a GP, which explains the condition, defines the allergy triggers and any required medication.

Informing and meeting with the school to confirm and detail the nature of the allergy; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen a Health Care Plan must be completed and signed by the parents or carers.
- It is the responsibility of the parents and carers to provide the school with up to date medication / equipment clearly labelled in the original packaging.
- In the case of life saving medication like EpiPens the child will not be allowed to attend without it.
- Parents and carers are also required to provide up to date emergency contact information.

- Snacks and lunches brought into school are provided by each child's parent or carer.
- It is their responsibility to ensure that the contents are safe for the child to consume.
- Parents and carers should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

Nut allergies

St. Paul's CE Primary School is a nut free school.

This is stated on our website under the School Meals and Snacks section. Regular reminders are published in the school newsletter. The Parents Handbook, issued to all new starters also includes this information.

The school does not guarantee a completely nut-free environment; however, the school will endeavour to minimise the risk of exposure to nuts, encourage self-responsibility, and plan for an effective response to possible emergencies.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents or carers.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Supporting Children with Medical Conditions Policy.
- If parents or carers have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany them.

Children Ill at School

Procedure

- 1 Ascertain the nature of the illness / complaint and assess its severity.
- 2 Make the classroom / location safe and call the office if necessary.
- 3 Take appropriate First Aid action.
- 4 Parents or carers informed if appropriate and child sent home if necessary.
- 5 No child should be in school less than 48 hours after a last episode of vomiting or diarrhoea.

Children with contagious ailments. (For example chickenpox, conjunctivitis and impetigo).

Children with contagious ailments must not be in school during the contagious stages and until confirmed by a doctor that they have been treated or/and that they are no longer infectious. Parents or carers will be telephoned to collect their child if symptoms start whilst in school.

Refer to the following link for up to date guidance and information regarding infection control.
www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Accident at School

Procedure

- 1 Ascertain the nature of the accident / injury and ensure appropriate First Aid Action including calling an ambulance if necessary.
- 2 Make the area / location safe and send 2 children where possible for a second colleague to be present.
- 3 Inform the office staff and head teacher.
- 4 The head teacher will, if appropriate, inform the parents or carers immediately.
- 5 Call the parents or carers to inform / advise and come to a mutual decision as to whether the child needs to go to hospital or home.
- 6 Fill in and send home a minor injury notification slip. **Details of how the accident happened need recording on this slip. Yellow copy kept in accident/incident book.** If required First aider and Head teacher/School Administrator to make an entry using B-Safe.
- 7 If an ambulance is required refer to the school office for procedure.

Asthma Medication

1. Record each time a child uses their inhaler on the medication record sheet kept in classrooms.
2. Complete a letter to be sent home with the child explaining they have had difficulty breathing and used their inhaler.
3. Issue a purple wristband to the child so that any adult involved with the child after school has a quick reference to the fact that the child has needed their inhaler that day.
4. Yearly updates are carried out as to the status of diagnosis and also the medication pupils have been prescribed.
5. Regular checks are done to ensure medication is in date and parents informed if not. (September and January by School Administrator).

First Aid Trained

12 members of staff have current First Aid Training, including 4 members of staff who also have current Paediatric First Aid Training.

First Aid Boxes

Class first aid boxes kept with class medical boxes in classrooms.

First aid box kept in the school office and supplies for restocking classroom boxes.

Class teachers and office staff to ensure boxes are replenished as required. Inform the school office of depleted stocks.

First aid to be carried out where needed or at the school office.

Two children at all times need to go to the office to report illness or injury.