



## The Horsell Village School

### Supporting Children with Medical Conditions Policy

*Policy written in May 2015 Policy reviewed in January 2017 Next review date: January 2019*

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.***

***Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.***

#### **Policy aims are**

- to create a whole school approach to the health care and management of those members of the school community suffering from specific medical conditions including allergies.
- to ensure the safe inclusion for children in school with medical conditions including allergies and where necessary to help to support attendance
- to ensure the on-going care and support of children with long term medical needs via a health care plan
- to ensure that medicines given at school are stored and administered safely

#### **We aim to support the Rights of the child with medical conditions including allergic reaction, these include;**

- To be educated in a safe and healthy environment, with as few irritants as possible in schools.
- Not to be stigmatised as a result of their condition.
- To be able to participate in all school activities to the same extent as their peers, where possible.
- To have access to medication and where possible other measures to relieve symptoms.
- To have access to trained personnel who are able to treat acute reactions.
- To have their education adapted to their condition if necessary (e.g. physical education).

This policy is written using the SCC Young People's Health and the Administration of Medicines Guidance and should be referred to in conjunction with this manual.

Parents and carers are asked to support the school with this policy, which aims to protect all our children.

## **Supporting Children with Allergies**

The Horsell Village Schools position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The intent of this policy is to minimise the risk of any children suffering allergy-induced anaphylaxis whilst at school or attending any school related activity. The common causes of allergies relevant to this policy are nuts (in particular peanuts), dairy products, eggs, wasps and bees.

### **Definitions**

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug). Also known as hypersensitivity.

**Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis** - 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. Other products (e.g. Jext) with similar delivery mechanisms may be prescribed by the child's doctor

**Care and treatment Plan** - A detailed document outlining an individual child's condition, treatment, and action plan for location of Epipen in the building and where to apply it.

## **Supporting Children with Medical Conditions including allergies**

### **School Procedures**

- The involvement of parents, staff and, if appropriate, the child in establishing a care and treatment plan
- The establishment and maintenance of practices for effectively communicating individual care plan to all relevant staff.
- The incorporation of medical conditions and allergy management strategies into the risk assessments for all school events, excursions and sporting activities.
- Staff training in medical conditions and anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age appropriate education for all children relating to the children with medical conditions and with severe food allergies, including the explicit teaching of 'no food and drink sharing'.

Children with medical conditions and allergies are managed by the school in consultation with the parents on a case by case basis.

In the case of food allergies parents are requested to carefully consider eliminating allergenic food stuffs from their child's lunch boxes and celebratory events where possible.

## **Procedures and Responsibilities for medical conditions and allergy management**

### **Parents/Guardians' responsibilities**

- Informing the school of their child's medical conditions and allergy

- Providing, in writing, ongoing accurate and current medical information to the school. Including the Confidential Admittance Form, Care Plan completed with the school.
- Reporting any change in a child's medical condition during the year to the school.
- Providing written advice from a doctor (GP), explaining the condition, defining the allergy triggers and any required medication, including dosage.
- The provision and timely replacement of medicine and EpiPens (or similar product), in all areas of the school.
- The school requires any prescribed medication to be provided in the original container as dispensed by a pharmacist and be clearly labelled with the child's name, prescription details and dosage
- Specifically, the school requires any preloaded adrenaline pen to be provided in **two sealed containers** each with photo of child on it, dosage and details
- When relevant, providing suitable replacement food for the teacher on special occasions

Parents/Guardians are responsible for teaching their child to:

- Recognise the first symptoms of medical conditions and/or a food allergic/anaphylactic reaction.
- Communicate with school staff as soon as they feel a reaction is starting.
- Not share snacks, lunches, drinks or utensils.
- Understand the importance of hand washing before and after eating.
- Report teasing and/or bullying that may relate to the child's medical conditions and allergy.

### **Children's responsibilities**

Children are responsible for, relative to their developmental level;

- Use proper hand washing before and after eating and throughout the school day.
- Take responsibility for avoiding triggers and food allergens. – including avoid sharing or trading of foods or eating utensils with others.
- To not eat anything with unknown ingredients or known to contain any allergen.
- To avoid putting anything in mouth such as writing utensils, fingers, or other foreign objects.
- To learn to recognise personal symptoms.
- To notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- To notify an adult immediately if they recognise the symptoms of medical conditions and/or a food allergic/anaphylactic reaction.
- To notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
- To develop greater independence to keep themselves safe from medical conditions and/or a food allergic/anaphylactic reaction.

### **Admissions Leader responsibilities**

When parents start their children at the school they are asked if their child suffers from any known medical conditions and allergies. This is recorded on the Confidential Admittance Form. If the parent/guardian states that their child has medical conditions and/or allergy, the Admissions Leader is responsible for:

- Sending a 'Supporting Medical Conditions and Allergies at HVS' pack to parents.  
The pack contains:
  - HVS Policy for Supporting Medical Conditions
  - HVS Policy for Giving of Medicine
  - Care Plan (parents to complete initially and this may then lead to a further meeting)

- Special Dietary Requirements form
- Retaining the child's Care Plan (see below) in the child's personal file and school medical file
- Retaining a record of the location of the child's medication (if relevant)
- Retaining the Special Diet Form in the child's personal file, and passing this information to the catering staff for agreement
- Communicating with class teachers, before the first day of school, the children in their class who have medical conditions and allergies
- In the event that the parent/guardian has not returned or satisfactorily completed the forms within the 'Supporting medical conditions and Allergies at HVS Pack', the Admissions Leader will communicate this to the Headteacher, by the time the child starts school.
- Maintaining a daily dinner list allergy/special diet.

### **Headteacher's Responsibility**

- If a child has any medical conditions and/or allergy, a Care Plan and a risk assessment form is completed together with the Headteacher or another representative nominated by the Headteacher. The form will detail the following:
  - Child's details and emergency contact details
  - Emergency procedures
  - The medical conditions and allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
  - The nature of the medical conditions and allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
  - Control measures – such as how the child can be prevented from contact with the allergen.
- Overseeing the implementation of the policy

### **Servery Team Responsibility**

The servery team will be made aware of all children with medical conditions and special diet/allergy and copy of special diet request form is given to them once it has been received from parent. On receipt of this form, the Servery Team is responsible for:

- Following all procedures as laid out by Surrey Commercial Services, using Special Diet Flow Chart Procedure, produced by Babcock
- Sending copy of Special Diet Request Form to Surrey Commercial Services (copy kept in school office). *Lunch cannot be provided unless this is completed*
- Maintaining a list of children with medical conditions and allergies /special diets in servery as easy reference guide.
- Photo displayed of child, in the servery.
- The servery serve each child their lunch taking a token identifying their allergy first.

N.B. Child with medical conditions and special diet/allergy is identified to staff in the servery and dining room by the adult accompanying them to the dining room on the first day. Then by token thereafter.

### **Non-Servery Lunchtime Staff responsibilities**

- The lunchtime list has the child's allergy highlighted on the sheet
- An identified member of staff calls the children in
- The child chooses their lunch and is given a token, identifying their allergy
- An identified member of staff will check the lunch the child has been served

### **Teachers and Teaching Assistants responsibilities**

- Class teacher will receive paperwork from the office regarding the nature and severity of the medical conditions and allergy.
- The class teacher will be aware of the signs and symptoms of medical conditions and severe allergic reaction as provided in the child's Care Plan and be aware of and implement the emergency plan if a reaction is suspected.
- Class teacher will cascade information about the medical conditions and allergy to other members of staff including lunchtime supervisors and teaching assistants. They will all be made aware of where any medicines such as epipens are kept.
- In the case of a dairy allergy, measures will be taken to ensure the child does not come into contact with the allergen during the school day. E.g. at fruit and milk time, milk will be kept at tables whilst the child with allergies remains on the carpet.
- Children in the class will be made aware of the child's medical conditions and allergies and encouraged to tell an adult in the class if milk has been spilt.
- In the event of a special occasion in the class where food may be present, for example the Year Group Christmas Parties, any potential concerns will be discussed with the parents of the child before the event giving time for alternative food to be arranged.
- If the child is new to the school and having hot dinners, the class teacher will take the child into the canteen and introduce them to the Caterer and other serving staff and briefly explain the nature of the medical conditions and allergies.
- The class teacher will ensure that a record of the child's allergy is present and up to date in the medical book that is shared with all members of staff.
- The class teacher will ensure that any necessary medications are included on any risk assessment, including those for any trips they may go on.

### **All staffs responsibilities**

- Implement Care Plan if a severe allergic reaction is suspected
- To read the medicine book termly (kept in the school office)
- To let the team know if changes have happened and the medicine book has been update

The wearing of a medic-alert bracelet is encouraged by the School.

### **Key points to remember**

Educate, educate, educate – children and staff

Be prepared, special events/non-routine days need to be planned for

Symptoms vary greatly, call 999 if you suspect ingestion of allergen – Be safe!