



Supporting pupils with medical conditions, treatment and allergies

This policy has been adopted by Pathfinder Multi Academy Trust and is applicable across all schools that make up the Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Headteacher of each school in Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be reviewed in line with the agreed timetable for policy review or sooner as events or legislation changes require.

Date Adopted: December 2023

Date for Review: December 2024

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Updates to this policy:

- Title change
- Schools are no longer restricted to administering prescribed medication only.
- 3.4: Clarification of the role of parents for the administration of prescribed and non-prescribed medication and risk assessments.
- 7: removal of: Pupils under 11 will not be given any pain relief medication by school staff unless prescribed by a doctor. Please refer to 7.2 for non-prescribed medication and clarification of non-prescription medicines.
- 7.2 Schools will dispense non-prescription drugs and details
- 12:Records of medicine administered should be kept for the length of time a pupil remains at the school.
- 12.1 inclusion of accident book record keeping
- Inclusion of Allergen information
- Appendix A, B and C added

1 Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how schools within Pathfinder Multi Academy Trust will support pupils with medical conditions.
- 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 Trust board will implement this policy by being assured that:

- Sufficient staff are suitably trained
- Staff are made aware of a pupil's condition, where appropriate
- There are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Supply teachers are provided with appropriate information about the policy and relevant pupils
- Individual healthcare plans are developed and monitored (IHPs)

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's statutory guidance: [Supporting pupils at school with medical conditions](#).

3 Roles and responsibilities

3.1 The Trust board

The Trust board has overall responsibility for this policy. Implementation of this policy is delegated to the individual schools in Pathfinder Multi Academy Trust under the direction of the Headteacher who will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

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.
- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the CYC Healthy Child Service service in the case of any pupil who has a medical condition that may require support at school.

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Staff

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 that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide the school with up-to-date contact details in case of an emergency
- Be involved in the development and review of their child's IHP or risk assessment and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP or risk assessment e.g. provide medicines and equipment
- Provide permission for the administration of prescription and non-prescription medicines with full and correct detail for each medicine to be administered

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.

3.6 School nurses and other healthcare professionals

The school nursing service may 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.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school and notify them of any pupils identified as having a medical condition.

4 Equal opportunities

All schools within Pathfinder Multi Academy Trust are 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 schools 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.

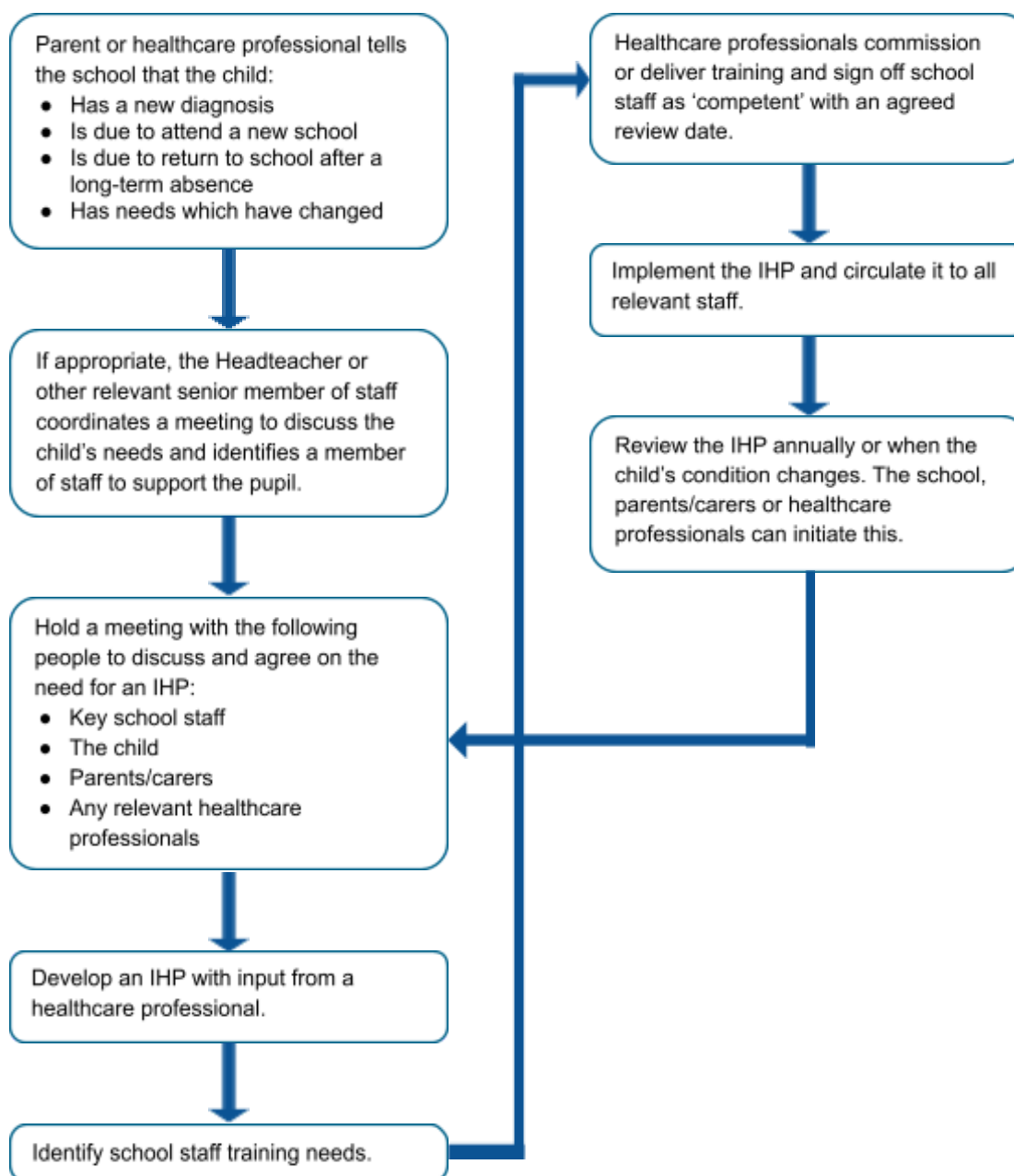
Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5 Being notified that a child has a medical condition

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

Notifying the school that a child has a medical condition should be supported in writing from a relevant healthcare professional.

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 the school.



6 Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This may be delegated to another member of staff in individual schools e.g. the SENDCo.

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 when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents 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 statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, 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 Headteacher/member of staff with responsibility for developing IHPs, 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 or 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 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/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- If there are any religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency.
- What to do in an emergency, including who to contact, and contingency arrangements.

7 Managing medicines in primary school

No child under the age of 11 can be given medication by a member of staff without written consent from the child's parent/carer.

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/cares' written consent and details for administration

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

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 permission has been received, maximum dosages and when the previous dosage was taken. Parents will always be informed that the medicine has been administered.

Where possible, parents/carers are encouraged to administer medication to their child in dose frequencies which can be taken outside of school hours e.g. three times a day where medicine can be given before school, after school and at bedtime.

In certain circumstances, e.g. completing a course of antibiotics or when medicine needs to be taken four times a day, parents/carers can request for medicines to be administered in school by completing the Request to Administer Medicines Form.

Pupils are not permitted to carry any medicines with them during the school day. The only exception to this would be medication stated in a pupil's IHP.

Members of staff responsible for giving a pupil any prescribed medication will first check maximum dosages and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and

devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Parents/carers are responsible for providing the school with an adequate supply of up-to-date medication. School will inform parents/carers if medication is out of date and request an up-to-date supply.

Parents/carers are responsible for collecting their child's medication in person at the end of each day, if required at home, or if making any necessary arrangements with out of school providers (including those run by the school).

Medicines will be returned to parents to arrange for their safe disposal when out of date or no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as Methylphenidate (Ritalin).

All controlled drugs are kept in a secure cupboard in the school office 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.

7.2 Non-prescribed medication

Primary schools within Pathfinder Multi Academy Trust will administer certain non-prescribed, over the counter, medication at the discretion of the school. If a parent/carer feels that a non-prescribed medicine is essential during the school day, they can make arrangements with school to personally administer medicine to their child. This should be at a time which does not interrupt the child's learning e.g. break or lunch times. Where this is not possible, on meeting the criteria outlined in Appendix B: Request to Administer Non-prescribed Medication, the school may make the decision to administer the medicine with the consent of the parent for up to 3 consecutive days only. (See Appendix C: Permitted Medicines). Schools reserve the right to decline an application to administer a non-prescription medicine.

7.3 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed and agreed with parents/carers and the pupil and will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.4 Sporting activities

All schools within Pathfinder Multi Academy Trust are clear about the need to actively support pupils with medical conditions to participate in sporting activities and not prevent them from doing so.

The school will ensure that staff are aware if a child requires prescribed medication as a precautionary measure before taking part in PE or other physical activities, including any emergency procedures. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert (e.g. a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause an injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be made aware of the significance of the MedicAlert and arrange for its safekeeping.

7.5 Educational trips and visits

All schools within Pathfinder Multi Academy Trust are clear about the need to actively support pupils with medical conditions to participate in school trips and visits and not prevent them from doing so.

Schools will make every effort to continue the administration of medication to a pupil whilst on a school trip or visit, even if additional arrangements are required. Appropriate risk assessments will be undertaken and agreed in a meeting with parents/carers prior to the trip/visit.

A named member of staff will be responsible for the storage, administration and recording of medication taken on a school trip/visit.

All staff on a school trip or visit will also be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures. Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP. If deemed necessary, staff may need extra training or support in order to be able to administer the medication safely.

7.6 Home to school transport

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's IHP. Where appropriate, and with the consent of the parent/carer, IHPs will be shared with home to school transport providers.

7.7 Refusing medication

If a child refuses their prescribed medication, staff will not force them to take it. A record will be made if medication has been refused and parents/carers will be contacted the same day with details of when the medication was refused or was not administered for any other reason. If a refusal to take medication results in an emergency, the Trust's emergency procedures will be followed.

8 Managing medicines in secondary school

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/cares' written consent

No child under the age of 16 can be given medication by a member of staff without written consent from the child's parent/carer.

Where possible parents/carers are encouraged to administer medication to their child in dose frequencies which can be taken outside of school hours e.g. three times a day where medicine can be given before school, after school and at bedtime.

In certain circumstances, e.g. completing a course of antibiotics or when medicine needs to be taken four times a day, parents/carers can request for medicines to be administered in school by completing the Request to Administer Medicines Form.

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

Pupils in secondary school will only be given pain relief medication (Paracetamol) if parents/carers have given their consent on the child's registration form. Pupils are not permitted to carry any medicines with them during the school day. The only exception to this would be medication stated in a pupil's IHP.

Members of staff responsible for giving a pupil any medication will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Pupils who require medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will carry these with them at all times. A spare will also be kept in the main school office.

Parents/carers are responsible for providing the school with an adequate supply of up-to-date medication. School will inform parents/carers if medication is out of date and request an up-to-date supply.

Pupils are responsible for handing in and collecting their medication at the end of each day, if required at home.

At the end of the academic year parents/carers will be asked to collect all medication kept at school. With the exception of asthma inhalers and adrenaline pens, any uncollected medication will be disposed of using appropriate channels.

8.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as Methylphenidate (Ritalin).

All controlled drugs are kept in a secure cupboard in the school office 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.

8.2 Non-prescribed medication

Certain non-prescribed over the counter medication (e.g. hay fever medication) can be administered at secondary school. Parents/carers can request for non-prescribed medication to be administered in school by completing the Request to Administer

Non-Prescribed Medications Form or FORM 1 for Primary Schools. The same procedures for the storing and administering of prescribed medication apply to non-prescribed medication.

8.3 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed and agreed with parents/carers and the pupil and will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

8.4 Sporting activities

All schools within Pathfinder Multi Academy Trust are clear about the need to actively support pupils with medical conditions to participate in sporting activities and not prevent them from doing so.

The school will ensure that staff are aware if a child requires prescribed medication as a precautionary measure before taking part in PE or other physical activities, including any emergency procedures. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert (e.g. a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause an injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be made aware of the significance of the MedicAlert and arrange for its safekeeping.

8.5 Educational trips and visits

All schools within Pathfinder Multi Academy Trust are clear about the need to actively support pupils with medical conditions to participate in school trips and visits and not prevent them from doing so.

Schools will make every effort to continue the administration of medication to a pupil whilst on a school trip or visit, even if additional arrangements are required. Appropriate risk assessments will be undertaken and agreed in a meeting with parents/carers prior to the trip/visit.

A named member of staff will be responsible for the storage, administration and recording of medication taken on a school trip/visit.

All staff on a school trip or visit will also be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures. Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP. If deemed necessary, staff may need extra training or support in order to be able to administer the medication safely.

8.6 Home to school transport

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's IHP. Where appropriate, and with the consent of the parent/carer, IHPs will be shared with home to school transport providers.

8.7 Refusing medication

If a child refuses their prescribed medication, staff will not force them to take it. A record will be made if medication has been refused and parents/carers will be contacted the same day with details of when the medication was refused or was not administered for any other reason. If a refusal to take medication results in an emergency, the Trust's emergency procedures will be followed.

9 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is 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 (although this may be challenged)
- Ignore medical evidence or opinion
- 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 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 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
- With the exception of non-prescribed medication, 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
- 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

10 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.

11 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 Headteacher/delegated member of staff. 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 they are being asked to deal with, their implications and preventative measures.

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

12 Record keeping

Schools will ensure that written records are kept of all medicine administered to pupils. Where appropriate, parents/carers will be informed if their child has been unwell at school (e.g. a child has been sick or repeatedly complained of feeling unwell). This will also apply to medicine administered during a school trip/visit.

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

Records of medicine administered should be kept for the length of time a pupil remains at the school.

12.1 Accident record keeping

The accident book or electronic accident record must not be confused with the record of medicines administered. Records of injuries and treatment should be kept for 21 years. This may be in electronic form.

13 Liability and indemnity

The Trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk within Pathfinder's schools.

Pathfinder Multi Academy Trust is a member of the Department for Education's Risk Protection Arrangement (RPA).

14 Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Headteacher/delegated member of staff in the first instance. If the Headteacher/delegated member of staff cannot resolve the matter, they will direct parents/carers to the Trust's complaints procedure.

15 Supporting pupils with Allergies

The Trust acknowledges the difference between intolerance and allergies. Schools within the Trust will work to support pupils with intolerances and will liaise with families, carers, medical professionals and catering teams to discuss how best to support a child's needs. Intolerance will not be treated as an allergy.

The Headteacher takes responsibility for supporting all pupils with allergies. This role may be delegated to a senior member of staff.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an allergy action plan completed by a medical professional
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

15.1 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

15.2 Parents

Parents are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis

- 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
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

15.3 Pupils with allergies

These pupils (who are capable) are 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 (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so)

15.4 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Add any other responsibilities
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

16 Assessing risk

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 where a visitor requires a guide dog.

16.1 Managing risk

16.2 Hygiene procedures

Before an activity commences, staff are required to remind pupils:

- to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

16.3 Catering

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 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.

16.4 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

Any school tuck shop/vending machine will not sell food containing nuts or sesame seeds.

17 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- AAls will be taken outside with pupils
- A mobile phone/walkie talkie will be taken outside

17.1 Animals

All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.

Pupils with animal allergies will not interact with animals.

18 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/form tutor/etc.]
- Reviews with parents and pupils (if relevant)

19 Events and school trips

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. Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

20 Procedures for handling an allergic reaction

The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
- A photograph of each pupil to allow a visual check to be made (this will require parental consent)

The register is to be kept in an easily accessible location/by designated member(s) of staff/in every classroom] and can be checked quickly by any member of staff as part of initiating an emergency response.

21 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. Designated members of staff are trained in the administration of AAIs – see section 7.

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 designated member of staff member will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure.

If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures [insert your procedures here – you can use the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) to formulate your response.

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.

If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed.

22 Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), Trust schools will:

22.1 Purchasing of spare AAIs

The Headteacher, or designated lead, is responsible for buying AAIs and ensuring they are stored according to the guidance.

22.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed (larger schools will require more than one AAI kit, ideally located near the dining area and playground)
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

22.3 Maintenance (of spare AAIs)

Schools are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

22.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

22.5 Use of AAIs off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events. A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events.

23 Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Procedure
- Equality information and objectives
- Health and safety

- Safeguarding and Child Protection
- Special educational needs information report and policy

Appendix A: Request to Administer Prescribed Medication

Parents/carers are encouraged to administer medication to their child outside of school hours. E.g. if medication is required three times a day, this can be given before school, after school and at bedtime.

If medication is required more frequently (e.g. four times a day or more), parents/carers can request for medication to be administered in school by completing this form and returning it to the school office.

Name of child: _____ Date of birth: _____

Child's school: _____ Year/Class: _____

Medical condition/illness: _____

Name/type of medication: _____
(as described on container)

Date medication dispensed: _____ Expiry date: _____

Dosage and time/s: _____
(as described on container)

Duration of administration: _____

Does the medication need to be stored in the fridge? _____

Are there any side effects school should know about? _____

Does your child have any underlying health conditions? _____

School will endeavour to administer medication at the stated times, however parents and carers should be aware that due to the demands of a school day, this cannot be guaranteed. If your child refuses their prescribed medication, staff will not force them to take it.

Any changes to dosage will only be made in accordance with the instructions on the dispensed container or written instruction from a doctor.

Parents and carers will be asked to collect any unused medication after the duration of administration has ended. Any uncollected medication will be taken to a chemist for safe disposal.

Parent/Carer declaration

The information supplied above is, to the best of my knowledge, accurate at the time of writing and I give consent for school staff to administer prescribed medication to my child in accordance with this information.

Name of parent/carer: _____

Signed: _____ Date: _____

For office use only

Authorised in school by: _____ Role: _____

Signed: _____ Date: _____

Request to Administer Prescribed Medication in School

Appendix B: Request to Administer Non-Prescribed Medication

Name:		Form/Class:	
Medication required:		Dosage:	Times:
Last dosage administered at: <i>(Please give details of whom, when and dosage amount)</i>			
Reason for request:	It would be detrimental to the pupil's health or school attendance not to do so.	Tick:	
Criteria:	The medicine is for pain relief		
<small>You must be able to meet all the criteria in order for a school to administer the medicine.</small>	The medicine was purchased in the UK		
	The medicine is in date		
	The medicine is in its original packaging which states the dosage		
	All necessary dispensing tools are provided and labelled with the child's name (spoon etc)		
	The medicine does not require refrigerating		
	The medicine will be collected at the end of the day by an adult only		
I give consent for the above medicine to be administered:		Date:	
Print name:			

Appendix C: Permitted Medicines

A list of medicines likely to be permitted (if all criteria on the Request to Administer Non-Prescribed Medication form is met):

Permitted medicines	Non- permitted medicines
Paracetamol (Calpol)	Herbal remedies
Ibuprofen	Topical creams (non-prescribed)
Antihistamin	Cough medicine
Topical creams (prescribed by doctors)	Sprays, gels or ointment