



Medical Conditions (Prep School) Policy

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Description: This policy outlines the Prep School's approach to managing pupils' medical conditions.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 POLICY STATEMENT AND PRINCIPLES

- 1.1 The School (incorporating Lingfield College Prep & Lingfield College Nursery) is an inclusive community that aims to support and welcome pupils with medical conditions. This School understands its responsibility to make the School welcoming, inclusive and supporting to all pupils with medical conditions and provide them the with the same opportunities as their peers.
- 1.2 We will help to ensure they can:
- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
- 1.3 The School ensures that all staff understand their duty of care to children and young people in the event of an emergency.
- 1.4 Staff recognise the need to provide adequate, timely and appropriate first aid care to pupils in the event of an emergency.



- 1.5 The School aims to encourage children to be independent, self-confident and responsible when dealing with their medical condition.
- 1.6 Staff receive regular training and are updated on the impact that medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
- 1.7 Staff are asked to read all Individual Healthcare Plans (IHPs) which list pupils' medical conditions on the EVERY system at the start of the year.
- 1.8 Lingfield College aims to ensure that staff feel as confident as possible in knowing what to do in an emergency
- 1.9 This School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.
- 1.10 This School understands the importance of medication being taken as prescribed.
- 1.11 All staff understand the common medical conditions that affect children at this School.
- 1.12 This Policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. It is available on the School website and Firefly for parents to access, and is being used as part of staff training.
- 1.13 The policy is revised annually by the Head of Prep School/DSL and the School Office Manager. The policy and supporting documents are based on Department of Education statutory guidance (Aug 2017) Supporting pupils at School with medical conditions and the recommended templates 'Templates supporting pupils with medical conditions'.
- 1.14 The Prep School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities:

2.0 THE ENVIRONMENT, SOCIAL INTERACTIONS AND PHYSICAL ACTIVITY

The Prep School is committed to support pupils with medical conditions through:

- Providing a physical environment that is accessible to all.
- Ensuring their needs are considered to enable all to be as fully involved as possible in social activities during breaks, before school and after school.
- Ensuring full access is available to extended school activities such as school discos, Breakfast Club, school productions, after-school clubs, school trips and residential visits.
- Understanding the importance of all pupils taking part in sports, games and activities and making appropriate adjustments to facilitate this where possible.
- Ensuring that pupils are not forced to take part in an activity if they feel unwell and staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- Being aware of potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

3.0 EDUCATION AND LEARNING

To ensure that pupils with medical conditions can participate fully in all aspects of the curriculum, the Prep School ensures that:



- Appropriate adjustments and extra support are provided.
- Teachers understand that if a pupil misses time at school, they have limited concentration or they are frequently tired, this may be due to their medical condition.
- Teachers are aware of the potential for pupils with medical conditions to need learning support. Those pupils finding it difficult to keep up with their studies are referred to the SENDCO, who consults the pupil and, parents to ensure the effect of the pupil's condition on their schoolwork is properly considered.

4.0 EDUCATIONAL VISITS

- 4.1 Risk assessments are carried out by the Prep School 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.
- 4.2 The Prep School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The Prep School considers additional medication and facilities that are normally available at school.

5.0 COMMON TRIGGERS AND PREVENTION

- 5.1 All staff are committed to reducing the likelihood of medical emergencies. This is carried out by identifying and reducing triggers both at the Prep School and on out-of-school visits by:
- Keeping a list of the common triggers for the general medical conditions available to all staff in the staffroom.
 - Photos are passed to the Catering staff, along with information about those with special diets. Pupils who have life threatening conditions or require auto injectors, have a laminated smiley face card, which is red or yellow depending on severity. Each child collects their card and hands it to the catering team to alert them that they have a particular allergy or preference. Pupils in the EYFS who have allergies, intolerances or cultural food preferences have clear labels on the table in front of them stating what they are not allowed to eat.
- 5.2 All staff are required to read and familiarize themselves with students with serious medical conditions at the start of the academic year, and throughout the year when changes occur, by reading the information via EVERY system. They must click to confirm that they have read this.
- Members of staff are reminded at the start of the academic year to check their class lists for details of pupils with medical conditions. The lists are updated throughout the year as and when changes occur.
 - Reviewing medical emergencies and incidents to see how they could have been avoided.

6.0 ROLES AND RESPONSIBILITIES

- 6.1 Parents and guardians should
- make sure that all medical conditions that a child has should be detailed on their application form and all subsequent medical forms, including trip consent forms (links to relevant forms are available in the Appendices of this policy and on the School website and Firefly)



- give details of the symptoms, practicalities, warning signs and wider implications of their child's condition as well as advice on what action they expect the Prep School to take.
- inform the Prep School Office in writing of daily medical needs and provide detailed information for day trips/residential visits by completing the Individual Health Care Plan which is then loaded to ISAMS.
- notify the Prep School of any changes to their child's condition and complete a new Individual Health Care Plan.
- provide up-to-date, labelled medication and complete a Parental Consent form to give permission for the Prep School to administer the medicines if required and remove any out-of-date medication.

6.2 Pupils should

- ensure they inform responsible adults on how their condition affects them
- seek help from a member of staff or the School Office when they need it
- dependent on age, be proactive in managing their own condition – e.g. if they suffer from exercise-induced asthma they should ensure that they use their inhaler before sports sessions.

6.3 The Senior Management Team should

- Ensure the Prep School is inclusive and welcoming provide indemnity to staff who volunteer to administer medication
- Ensure health and safety measures exist for staff and pupils on the advice of the Health & Safety Manager
- Ensure that risk assessments for events and trips are inclusive of pupils with medical conditions on the advice of the Health & Safety Manager
- Ensure that medical policies (First Aid, Medical Conditions, Mental Health) are kept up to date (Head of Prep School)
- Ensure that Medical Policy is in keeping with local and national guidance and frameworks (Head of Prep School)
- Liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff (Head of Prep School)

6.4 Office Staff should

- help update the Prep School's medical policies,
- provide information about additional training available to staff
- give immediate help to casualties in the Prep school
- ensure ambulance or other professional help is called when necessary and in a timely manner
- contact parents about any medical concerns
- update medical records regularly
- update medical conditions booklet as necessary
- Let staff know if there is new medical information about a particular pupil.
- check that all medication is correctly stored and labelled and is only accessible to those for whom it is prescribed.



- check all medication stored at the Prep School each term. Ensure that any expired medication is returned to the pupil's parents and the details documented.
- Check that all medication brought into the School Office is named, preferably in its original packaging, and indicates the dosage and instructions for administration.
- Check that all medication brought into the School Office is named, preferably in its original packaging, has been prescribed by a doctor, nurse or pharmacist, and indicates the dosage and instructions for administration. They must also check that a Medicine Consent Form has been completed by the parent.

6.5 SENDCO/Head of Prep School should

- help update Prep School's Medical Conditions Policy
- know which pupils have SEN due to their medical condition
- ensure teachers make arrangements if pupil needs special adjustments
- ensure pupils with medical conditions are not excluded unnecessarily from activities.

6.6 Teachers and other Prep School staff should

- be aware of triggers and symptoms of conditions and how to act in an emergency
- know which pupils have a medical condition by checking the medical conditions booklet and checking their individual class list on ISAMS.
- allow pupils immediate access to emergency medication
- communicate with parents if child unwell or ask the School Office to do so
- ensure pupils have their medication when out of the classroom (sports staff, supervising staff on trips)
- be aware if pupils with medical conditions suffer bullying or need extra social support
- understand common medical conditions and impact on pupils
- ensure all pupils with medical conditions are not excluded unnecessarily from activities
- check that pupils with medical conditions have adequate medication and sustenance during exercise
- be aware that medical conditions can affect schoolwork
- liaise with parents if child's learning is suffering due to medical condition
- use opportunities (relevant topics in lessons, assemblies etc) to raise awareness of particular medical conditions

7.0 MONITORING OF INDIVIDUAL HEALTHCARE PLANS (IHP)

- 7.1 Where appropriate we use Individual Healthcare Plans (IHCP) to record important details about individual children's medical needs at the Prep School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.



- Individual Healthcare Plans are sent out to all Lingfield College parents whose children have a long term or life-threatening health condition annually in the Summer Term to ensure that all data is available from the start of the following Autumn Term
- The data provided in Individual Healthcare Plans enables Staff to help smooth the transition into a pupil's new year group in September
- 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.
- Parents are expected to grant written permission if they wish a member of Lingfield College staff to administer medication: they should complete the *'Parental Agreement for the Administering of Medicines Form'* to request this
- This School ensures that a relevant member of School staff is also present to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is completed by the pupil's parents. Parents are expected to grant written permission if they wish a member of the school staff to administer medication: they should complete the Parental Agreement for the Administering of Medicines Form to request this.

7.2 Visually, this is represented in the table on the following page:

8.0 RECORD KEEPING: SCHOOL HEALTH CARE REGISTER

- 8.1 Parents notify the School of any subsequent changes in their child's health. For children with serious medical conditions this will be reviewed every year.
- 8.2 Details of each student's medical needs are logged and updated by members of the School Office in the health section of iSAMS for staff to access.
- 8.3 Extracts from iSAMS are collated & updated on a termly basis into a booklet detailing particular pupils' medical conditions which is saved on /Sharepoint and staff can use when necessary, e.g. taking a school trip.
- 8.4 Certain basic pieces of information about immediate health concerns are recorded on the weekly confidential Pastoral Bulletin, which is emailed to all teaching staff.
- 8.5 Staff may be emailed updates on a particular child's medical condition and their requirements by the School Office or Head of Prep.

9.0 STORAGE OF AND ACCESS TO INDIVIDUAL HEALTHCARE PLANS

- 9.1 Individual forms (together with relevant medical documentation on pupils) are stored in the office next to the Medical Room in lockable filing cabinets.
- 9.2 Access to the confidential medical records is restricted
- 9.3 As part of the Induction Process, new staff are made aware of specific medical situations, shown how to access particular information and expected to check iSAMS for medical conditions and SEND issues before meeting their classes



MONITORING OF INDIVIDUAL HEALTHCARE PLAN:

Parent or healthcare professional informs the Prep school that

- the child has been newly diagnosed
- is due to attend a new school
- is due to return to the Prep school after a long-term absence
- needs have changed



Head of Prep School/ SENDCO/Class Teacher /coordinator a meeting to discuss the child's medical support needs, and identifies member of Prep school staff who will provide support to the pupil



Meeting to discuss and agree on need for IHCP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence by them)



Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided.



Prep School staff training needs are identified and managed



Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed



IHCP Implemented and circulated to all relevant staff



IHCP reviewed annually or when condition changes. Parent or healthcare professional to initiate



- 9.4 Staff are expected to maintain their professionalism and ensure that they do not break medical confidentiality; details of this are in the Staff Code of Conduct document. This is on the Every system and staff must click to confirm that they have read and agree to it.
- 9.5 Medical details are given to emergency services with permission where relevant.

10.0 USE OF Individual Healthcare Plans

Individual Healthcare Plans are used by the Prep School to:

- Inform the appropriate staff and cover teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, as in the case of diabetes, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at the Prep School that bring on symptoms and can cause emergencies. The Prep School uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at the Prep School is within the expiry date.
- Remind parents of pupils with medical conditions to ensure that any medication kept at the Prep School for their child is within its expiry dates. This includes spare medication.

11.0 ADMINISTRATION OF MEDICATION

- 11.1 The Prep School understands the importance of taking the medication as prescribed.
- 11.2 All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent, but it is recommended that medication is taken in the Prep School Medical Room under the supervision of the Prep School Office Staff or other trained First Aiders.
- 11.3 Our Governing Body is responsible for ensuring full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- 11.4 Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff, and ideally in the Medical Room.
- 11.5 The parental agreement to administer medication and can be changed at any time.
- 11.6 In a case when a child is in pain, a member of the School Office staff will call home to ask for permission to administer Paracetamol.

Paracetamol

- 11.7 In certain circumstances the Prep School will administer Paracetamol to a child when they have a very high temperature, and the parent/carer cannot get to the school very quickly.
- 11.8 Parents are asked to give their consent to allow Prep School staff to administer Paracetamol.
- 11.9 Records of administration are kept, and parents will be kept informed.



12.0 STORAGE OF MEDICATION

12.1 Prescribed medicines should only be taken to the Prep School when essential, namely when it would be detrimental to a child's health if the medicine were not administered during the school day. Medication must be brought into the Prep School in the original container as dispensed by a pharmacist and include instructions for administration and dosage. All medication administered at school requires the completion of a Medical Consent Form.

12.2 Safe storage – Emergency Medication (Auto Injectors)

- Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from the School Office.
- All Auto Injectors (including Pupil's own spare) are kept in the lockable cabinet which is in the School Medical Room. The school holds 2 generic spare auto injectors which are kept in the lockable cabinet and the Dining Hall.
- Teachers are reminded to collect and take emergency medication with them when going with children on fixtures or school trips.
- In the Prep School, individual medication is stored in an orange medical bag clearly labelled with the child's name and date of birth.

12.3 Safe storage – non-emergency medication

- All non-emergency medication is kept in a lockable cupboard in the School Medical Room
- Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible for the child for whom it is prescribed.

12.4 Methylphenidate is prescribed for some children with attention deficit hyperactivity disorder (ADHD). Its supply, possession and administration are controlled by the Misuse of Drugs Act and its associated regulations. Methylphenidate must be stored in the locked container in the Medical Room which only the Medical Officer and Office Staff have access to. Records will be kept of when new supplies are brought into school. New supplies must be brought into school by an adult (not the child that it is prescribed to). Unused Methylphenidate must be sent home via an adult and a record kept will be. These records allow full reconciliation of supplies received, administered and returned home.

12.5 Refrigeration - in the event that medication needs to be refrigerated, it must be clearly labelled. Refrigerators are used for the storage of medication where appropriate. This is in a secure area of the Medical Room, inaccessible to unsupervised pupils.

12.6 Disposal of Medication & Sharp Objects - all out of date medication and Auto Injectors are returned to parents for disposal or dropped off at the local chemist for disposal.

13.0 RECORD KEEPING

13.1 A medication register is kept in the Prep School Medical Room detailing the medication administered to all pupils. A note is also added to the Health section on ISAMS of any medicines administered.

13.2 Record is kept of pupils on long-term medication, as well as the date their medication was supplied to the Prep School and its expiry date.

13.3 A log is made of any emergency medication administered including the time and date and by whom.



- 13.4 In the case of an emergency, an incident report form is completed and submitted to the Health and Safety Manager.

14.0 IN AN EMERGENCY

- 14.1 Relevant staff understand what to do in an emergency for the most common serious medical conditions at the Prep School. A number of members of staff are trained in First Aid, and their qualifications are updated regularly when required.
- 14.2** In an emergency situation, Prep School staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- 14.3 The Prep School uses IHCP to inform the appropriate staff (including cover teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- 14.4 Cover staff are given temporary access to iSAMS on entry to the Prep School and advised to check pupils' medical information as indicated by the red flag on the register. There are Teaching Assistants in all year groups who have a knowledge of the pupils and can also share this.
- 14.5 Office staff use iSAMS to inform emergency ambulance staff or hospital professionals and to make them aware of the contents of a pupil's Individual healthcare plan in an emergency.
- 14.6 The Information available in IHCPs is also used to support transitional arrangements to another school and is sent through promptly to the new institution.
- 14.7 If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives wherever possible. The Prep School will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the Prep School's senior management team before leaving.
- 14.8 All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and Auto Injectors are kept in the School Office.
- 14.9 Pupils are encouraged to administer their own emergency medication (e.g. Auto Injector or inhaler) where possible. During off-site or residential visits medication is kept with a specific member of staff.
- 14.10 Pupils' medication, plus spares are kept in the Prep School Medical room.
- 14.11 For off-site activities, such as visits, sporting fixtures, holidays and other school activities outside normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.
- 14.12 It is important for trip organisers to be able to prove incontrovertible that they have made reasonable efforts to understand the physical and mental problems that their charges may suffer from, and that they are aware of ways in which these students can be supported. They must also be aware of any potential triggers.

15.0 UNACCEPTABLE PRACTICE

Our staff recognise that the following points constitute poor practice, and details of several of the issues listed below are also in the **Staff Code of Conduct**:

- Failure to make themselves fully aware of the medical conditions suffered by some of the pupils in their care.
- To prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.



- To assume that every child with the same condition requires the same treatment.
- To ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- To send children with medical conditions home frequently or prevent them from staying for normal Prep School activities, including lunch, unless this is specified in their IHCPs.
- If the child becomes ill, to send them to the School Office or Medical Room unaccompanied or with someone unsuitable.
- To penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments (where known)
- To prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Sending a child to hospital in an ambulance alone.

16.0 COMPLAINTS

- 16.1 If parents wish to complain about how pupils with medical conditions are supported, they should do so by contacting the Head of Prep School, in the first instance in accordance with the Complaints policy. The matter will then be dealt with directly or referred to the Governing Body.
- 16.2 The school evaluates its Medical Conditions Policy each year and makes appropriate revisions.

APPENDICES

A – IHCP

B – Parental Agreement for Prep Staff to Administer Medicine Form

C – Anaphylaxis policy

D – Asthma policy

E – Diabetes policy

F – Epilepsy policy

G – Nut Usage policy

RELATED POLICIES

- Attendance and Registers (LP-MW-002)
- Complaints (LP-MW-023)
- Disability (LP-PW-009)
- Educational Visits (LP-CW-009)
- Equality, Diversity and Inclusion (LP-PW-011)



- Mental Health and Wellbeing (LP-PW-023) including eating disorders and self-harm
- Inclusion and SEND (LP-CP-022) including the Accessibility Plan
- Staff Code of Conduct (LP-RW-008)
- Whistleblowing (LP-MW-007)
- First Aid (LP-PW-014)
- Safeguarding and Child Protection (LP-PW-034)
- Health and Safety (LP-HW-001)

Last reviewed July 2024

Next review due July 2025



APPENDIX A

INDIVIDUAL HEALTHCARE PLAN

Child's name				
Class				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name				
Relationship to child				
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.				

HEALTH QUESTIONNAIRE



Has your child ever suffered any of the following conditions (please tick all that apply):

- ☐ Diabetes
- ☐ Chest Pains
- ☐ Family History of Heart Disease
- ☐ Muscular/Joint problems
- ☐ Asthma or other respiratory problems
- ☐ Migraine/Dizziness
- ☐ Recent Surgeries
- ☐ Any sustained injuries/illnesses
- ☐ Epilepsy
- ☐ Difficulty with any form of physical exercise
- ☐ Currently taking any medication
- ☐ Severe allergic reaction
- ☐ Other

If you ticked any of the above, please give details of the condition below:

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc. Please add extra information on a separate sheet if necessary

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision



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Daily care requirements

--

Specific support for the pupil’s educational, social and emotional needs (please outline)

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Parent/Guardian signature----- Date-----

APPENDIX B

**PARENTAL AGREEMENT FOR LINGFIELD COLLEGE PREP STAFF
TO ADMINISTER MEDICINE**

Medication cannot be administered without the completion of this form.

Name of child				
Date of birth				
Class				



Medical condition or illness			
Medicine (NB: Medicines must be in the original container as dispensed by the pharmacy) Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try and arrange the timings of doses accordingly. It is not the Prep School's responsibility to remember to administer medication.			
Name/type of medicine (as described on the container)			
Doctor Prescribed	Yes / No please <i>circle</i>		
Expiry date			
Dosage/method/timings			
Completion Date (where relevant)			
Self-administration	Yes / No please <i>circle</i>		
Medication should be refrigerated	Yes / No please <i>circle</i>		
Special precautions/side effects or other instructions the school should be aware of			
Procedures to take in an emergency			
Contact Details & Consent			
Name			
Daytime telephone no.			
Relationship to child			
I understand that I must deliver the medicine personally to the Prep School Office. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Prep School staff administering medicine in accordance with the Prep School policy. I will inform the Prep School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped (long term medication). Signature _____ Date _____			

APPENDIX C

MEDICAL CONDITIONS: ANAPHYLAXIS

At the Prep School we aim to support children with allergies and try to ensure that they are not disadvantaged in any way whilst at our School. To achieve this, we ask for the support and cooperation of the parents.

The policy aims to minimise the risk of any student suffering a severe allergic reaction whilst at school or attending any school related activity. We also aim to ensure staff are properly trained to recognise and manage severe allergic reactions should they arise.



Definition of Anaphylaxis

- Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction.
- It is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later.
- Causes can include foods (e.g. nuts), animal venom (e.g. wasp sting), objects (e.g. latex), drugs (e.g. penicillin)

Signs & Symptoms of Anaphylaxis

- Headache
- Nausea and/or vomiting
- Abdominal cramps
- Itching skin
- Rash and/or hives (weals or blotches) on body
- Flushing of skin
- Pale/grey colour
- Wheezing
- Difficulty in breathing
- Cyanosis (blue around the lips, fingernails)
- Stridor (a high-pitched sound resulting from turbulent air flow in the upper airway. It may be inspiratory, expiratory or present on both inspiration and expiration. It can be indicative of serious airway obstruction)
- Collapse, unconsciousness, death

The child can have any of these signs and symptoms, in any order. There is no set pattern for any child. Just because the child has experienced certain signs and symptoms before, does not mean that he/she will experience the same signs and symptoms in the future.

Points to consider

- Photographs of pupils with allergies are circulated to Catering and kept on intranet in the Prep School (Prep Staff Common/Medical).
- Allergy cards in Dining Room for specific children.
- Cooking (awareness of ingredients when planning session).
- Science (awareness of substances being used for experiments)
- Shop play area (awareness of empty packets that are being used)
- Teacher treats

Meals & Snacks

Catering staff are provided with information and photos of pupils which details allergies or dietary requirements for specific pupils. Information is sent to them regularly via the School Office, along with a



photograph of the child. They are also provided with a printed list detailing: photo, name, year group, allergy, plated/non-plated and whether an Epipen is required. This is updated as required.

For off-site visits the organisers of the venue being visited are sent information about dietary requirements ahead of the visit. Guests are asked to advise Lingfield College of particular needs in advance of their arrival. All visits and events are risk assessed to ensure that students with allergies have been considered and catered for.

For fixtures the member of staff in charge of the team must ensure that they are fully aware of any pupils' allergies and notifies the school that they are visiting. Should the host school feel that they cannot cater for the student, the teacher will arrange for the pupil to take their own food.

All pupils with an allergy must present their allergy card before collecting a meal or break time snack.

Treats

Parents and staff are asked not to give out treats which may cause allergic reactions, such as chocolate containing nuts.

Packaging must be checked for phrases on packaging including the following:

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts
- This product may contain nut derivatives

This would indicate that this product is unsuitable for consumption at school.

Creating Awareness among Peers

The school aims to establish and maintain an environment where children are provided with opportunities to openly discuss situations that affect themselves and their peers, thus promoting understanding and minimising speculation. This may include a talk or workshop given by a medical professional or discussion in PSHE, Form time or particular lessons such as Science or Philosophy & Ethics.

Medication in School

- Medication details must be kept in the School Office and be regularly updated by parents if the medication changes. Parents must complete a medical consent form. It is essential to have up to date contact numbers which can be used in an emergency.
- Parents must complete a medical consent form (available as Appendix B in this document, or on the Medical tab of Firefly)
- Parents must complete an Allergy Action Plan, which includes a section for them to give permission for the spare generic Epipen to be used if the child's Epipen cannot be located.
- It is essential to have up to date contact numbers which can be used in an emergency
- We expect that all children needing adrenaline injectors will have two on school premises, both are kept in the school Office. These must be clearly labelled with the child's full name. Nursery pupils'



adrenaline injectors are kept in the Nursery kitchen in the First Aid box, which is locked. The spares are kept in the main School Office.

- Each adrenaline injector is for the personal use of the child and will not be available to anyone else. The school office holds a generic spare auto injector which is kept in a lockable cabinet.
- Adrenaline injectors must be accessible at all times.
- All staff on off-site activities (trips, sporting events etc.) should have a list of pupils with allergies, and the adrenaline injectors should be taken where relevant. This list is available on iSAMS.
- At the start of each off-site activity, students should be asked if they have their medication. If not, they will not be allowed to go on the trip.
- If a pupil has an allergic reaction in the Dining Room and the pupil does not have their EpiPen with them there is a spare generic EpiPen kept on the wall above the sink that can be used.

Medication on Trips

- All staff involved in off-site activities (trips, sporting events etc) should have a list of pupils with allergies with them at all times
- EpiPens must be taken on the trip: at the start of each trip, pupils should be asked if they have their adrenaline injectors with them, and this should be checked by the trip leader before departure. If not, the child will not be permitted to go on the trip.
- All medication will be kept in a pre-agreed place depending on the age and maturity of the child involved – perhaps with the First Aid bag on the side of the pitch where the child is playing sport at a fixture, with the First Aider when on a trip (provided they remain close to the relevant student) or in the student's pocket
- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion. All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

EMERGENCY PROCEDURE FOR ALLERGIC REACTION

IN THE EVENT OF A SEVERE ALLERGIC REACTION, STAFF WILL FOLLOW THIS PROCEDURE.

STAFF MEMBER TO COLLECT MEDS FROM OFFICE AND TAKE TO INCIDENT.

- Contact Ambulance Service on 999.
- Administer Adrenaline and note time (staff member to stay with child).
- Inform parents or named contacts once the ambulance has been called.
- One adult to inform Headteacher of action taken.



- If child shows no sign of recovery administer 2nd injection (if available) and note time. (put empty injectors back into emergency box).
- Hand over child's care to ambulance team/parents on their arrival including used medicines.
- Record all medication and times given.
- Complete documentation.

Further information:

The Anaphylaxis Campaign

www.anaphylaxis.org.uk

01252 546100



APPENDIX D

MEDICAL CONDITIONS: ASTHMA

At the Prep School we aim to support children who have asthma and try to ensure that they are not disadvantaged in any way whilst at our School. To achieve this we ask for the support and cooperation of the parents. The School also aims to encourage students' independence, self-confidence and responsibility in dealing with their condition.

1. We require medication details to be kept in the School Office and be regularly updated by parents if the medication dosage or frequency is changed. Parents must complete a medical consent form and School Asthma card. The School Asthma card will be kept in the child's medical bag. It is essential that we have up to date contact numbers which can be used in an emergency.
2. Where possible we expect that all children needing reliever inhalers will have at least one on school premises. This is kept in the School Office. The school also has 1 general spare which are kept in the School Office. All inhalers must be clearly labelled with the child's full name. If parents will not provide an inhaler they must sign a disclaimer. The Nursery will keep inhalers in a cupboard in the kitchen.
3. Each inhaler held in the School Office is for the personal use of the child and will not be available to anyone else. It is the responsibility of the parents to make sure that the dosage is correct, that there is sufficient medication in the inhaler and that they are not being used beyond their expiry date. Parents are responsible for keeping the Prep School informed of any problems, concerns or changes to their child's reliever medication. Inhalers which use powder capsules; should be taken home periodically and washed. Each inhaler is to be taken home at the end of the summer term.

Inhalers will be accessible at all times. In the Prep School, they will be kept office and in the Nursery they will be kept in a cupboard in the kitchen
4. Children who have exercise-induced asthma will have the opportunity to use their inhaler before they start exercise. If a child becomes wheezy during exercise, they will be able to take their reliever and rest until they feel better. Our aim is to encourage the pupils' independence, self-confidence and responsibility in dealing with their condition. If they attend the office to use the inhaler, then it is recorded. Inside each plastic wallet for a child who has asthma there is a little slip on which any medication administered when off-site should be recorded. For more severe cases a spreadsheet may be set up that all staff can access and update as an when the child has their puffs so we can keep a track of this. This is saved in Sharepoint/Prep Staff Common/Medical/Healthcare Plans/*Child's name*.
5. All teachers on off-site activities should have a list of the asthmatic pupils in their care. This information is also available on iSAMS and is continually updated. The respective pupils take their own reliever medication (inhalers) with them when off site.

6. Infants and Nursery

The teacher/group leader looks after the reliever medication and the asthmatic pupils are told who to go to if they should become "wheezy." In the event of a pupil needing to use their inhaler, the teacher/group leader will record the dose taken and time. Parents are informed upon collection.

Staff have regular First Aid Training.



Further Information

Asthma UK

www.asthma.org.uk

0300 222 5800



APPENDIX E

MEDICAL CONDITIONS: DIABETES

INTRODUCTION

At the Prep School we recognise the importance of supporting children with diabetes. Our aim is to create an environment which is conducive to supporting those pupils affected in managing their condition safely without drawing unwelcome attention.

OBJECTIVE

This policy has been created to offer a clear outline as to how we support pupils affected by diabetes at the Prep School and what happens in the event of an emergency. We want to ensure that all pupils are fully included in all aspects of school life.

Definition of diabetes

Diabetes is a long-term medical condition where the amount of glucose in the blood is too high because the body cannot use it properly. When the hormone insulin is not present in the body, or does not function properly, glucose builds up in the body.

There are two main types of diabetes: Type 1 and Type 2. Type 1 diabetes develops if the body is unable to produce any insulin and most pupils with diabetes will have Type 1. Type 2 does not typically appear before the age of 40.

GUIDELINES FOR IMPLEMENTATION

Medication

Pupils will normally carry an insulin pen to help manage their condition, although depending on age and preference they may have other ways of dealing with it, such as pods attached to their skin which automatically inject the correct dosage.

Spare medication must be refrigerated and can be used for up to a month after removing from the fridge, following which it must be discarded.

In the Prep School, a health plan will be put in place and depending on age and maturity, different procedures may be followed. For example, in the nursery, the parent will visit the Prep School to check their child's blood and give an injection. Staff are trained, and when parents and staff are comfortable, staff will administer medication. As the child progresses through the Prep School, additional staff will be trained until the pupil is responsible/mature enough to self-administer medication. Medication will be kept in an appropriate location within easy access.

Meals and snacks

Pupils with Type 1 diabetes need to eat at regular intervals. A missed meal or snack could lead to hypoglycaemia, which is the body's reaction to blood glucose level becoming too low.

In the Prep School, parents are asked to provide a snack and staff are trained to ensure that the child eats at the correct time. Greater responsibility is encouraged as the child matures.



Exercise and physical activity

Pupils affected by diabetes should be able to enjoy normal physical activities and it will not prevent them from being chosen for and encouraged to join sporting teams. It is recognised, however that pupils with diabetes need to prepare more carefully for all forms of physical activity. The pupil will (with assistance from staff)

- Be given time to check their glucose levels.
- If subsequently necessary, be given time to perform a test for ketones (the by-product of the body burning fat for energy) without fuss or drawing unnecessary attention.
- Be given time for their insulin to take effect and blood glucose levels come down before taking part in physical activity.
- Be responsible for ensuring that they have eaten enough before starting an activity.
- Be given access to food or drink as necessary during or after strenuous or prolonged exercise.

If a pupil is not confident in participating in physical activity, the Prep School will discuss the situation with the pupil's parents to ascertain if such an activity is suitable.

Creating awareness amongst peers

The Prep School aims to establish and maintain an environment where children are provided with forums to openly discuss situations that affect their fellow pupils thus promoting understanding and minimising speculation.

In the Prep School, this is carried out during PSHE lessons and in assemblies. There may also be a talk by a medical professional, or discussion in PSHE, form time or Science Lessons.

Staff training and communication of the policy

In the Prep School, booklets and information about diabetes are displayed in the staff room and on the intranet (Prep Staff Common/Health and Safety/Medical). This includes information on how to deal with an emergency and the common triggers.

Staff are kept up to date with details of pupils affected by diabetes in staff meetings and displays in the staff room.

In case of an emergency

Staff are made aware of symptoms to watch out for relating to pupils with diabetes. There are three main complications that can occur:

- **Hypoglycaemia** (lack of glucose in the bloodstream): symptoms include clumsiness, difficulty talking, confusion, loss of consciousness, seizures; the student may feel hungry, sweaty, shaky and weak. Symptoms typically come on quickly
- **Hyperglycaemia** (an excess of glucose in the bloodstream): symptoms of chronic hyperglycaemia can include kidney damage, neurological damage, problems with the retina, hands and feet; the student may feel hungry, very thirsty, frequent thirst, blurred vision, weight loss, needing to urinate frequently, dry mouth, dry or itchy skin
- **Ketoacidosis** (result of hyperglycaemia being left untreated): symptoms include excessive thirst, frequent urination, nausea & vomiting, abdominal pain, weakness or fatigue, shortness of breath, 'fruity'-scented breath, confusion



If Ketoacidosis is suspected, the member of staff present will immediately contact the emergency services and the child's parents, via the School Office.

If Ketoacidosis is not suspected, but there is a concern about the child, the member of staff will immediately ensure that the pupil is taken to the School Office where the following procedure will be followed:

- The child's parents will be contacted and if applicable, may request extra insulin be given.
- If applicable, a sugary, quick-acting carbohydrate or a drink such as fruit juice will be given to the child.
- The pupil will remain in the School Office or sick room to be monitored.
- If there is any doubt, at any time, staff will contact the emergency services and parents.

Roles, responsibilities and review

The Headmaster, in conjunction with the Head of Prep School is responsible for the implementation and monitoring of the policy. All staff are responsible for ensuring the policy and procedures are followed. Parents are responsible for keeping the school informed of medical conditions that affect their child and for covering medication where applicable.

In the Prep School, pupils are guided towards responsibility as they mature, however before that time they are allocated a member of staff who accompanies them and tests them at specific times and then communicates with parents.

Other policies to refer to:

- First aid policy
- Disability policy

Further information

Diabetes UK

www.diabetes.org.uk

Helpline: 0345 123 2399



APPENDIX F

MEDICAL CONDITIONS: EPILEPSY

INTRODUCTION

At the Prep School we recognise the importance of supporting children with medical conditions such as epilepsy. The Prep School is committed to creating an environment which is conducive to supporting those pupils affected, in managing their condition safely.

OBJECTIVE

This policy has been created to offer a clear outline as to how we support pupils affected by epilepsy at the Prep School and what happens in the event of an emergency. Our aim is to ensure that all pupils are fully included in all aspects of daily school life.

Definition of epilepsy

Epilepsy is a condition that causes sufferers to have seizures (sometimes called fits). A seizure is caused by a sudden burst of intense electrical activity in the brain. This causes temporary disruption to the way that messages are passed between brain cells, so the brain's messages briefly pause or become mixed up. There are many different kinds of epilepsy and about 40 different seizure types.

GUIDELINES FOR IMPLEMENTATION

Medication

The majority of people with epilepsy take regular medication with the aim of controlling their seizures. Generally, medication can be taken outside of school hours; however, there may be some side effects. Staff are made aware of possible side effects such as drowsiness and poor memory, via information booklets in the staff room.

In the Prep School, medication is held by the School Office. Parents are responsible for ensuring that medication to be held by the School Office is clearly labelled with the pupil's name, expiry date and dosage.

Managing the condition

Epilepsy is different for each individual and the Prep School will work closely with parents to ensure that it is aware of information such as:

- The type of seizure the pupil is likely to have.
- What represents a medical emergency for that pupil, and what to do in such an emergency, including when and how to give emergency medicines.
- Details of additional educational needs, if any.
- Adjustments required to facilitate the pupil's access to regular activities.
- Any further information that will aid the pupil's best possible care.

In the Prep School, the pupil will have a health plan which will be kept on the child's file.

Accessibility



Epilepsy is considered a disability under the Disability Discrimination Act (DDA). The Prep School will see that reasonable adjustments are made to ensure that pupils affected have full access to the curriculum and the school community. Refer also to Disability Policy.

Exercise and physical activity

For most pupils with epilepsy, exercise can be a real benefit. A very small number of people with epilepsy, however, find that exercise increases their likelihood of having a seizure. The Prep School will liaise with parents to ascertain what is appropriate and to ensure pupils can be fully included in school activities.

Creating awareness amongst peers

The Prep School aims to establish and maintain an environment where children are provided with forums to openly discuss situations that affect their fellow pupils thus promoting understanding and minimising speculation.

In the Prep School this is carried out during PSHE lessons and in assemblies or sometimes there may be a talk from a medical professional. The Prep School maintains close links with Young Epilepsy a specialist school next door. Children from there are invited to the Prep School to watch Drama Productions and the Nativity, and our pupils visit termly to sing, play instruments, and entertain the pupils.

Staff training and communication of the policy

Details on what to do in an emergency are displayed in prominent places, such as the staff room.

Information is displayed in the staff room and on the intranet in Prep School Common/Health and Safety/Medical.

We have strong links with Young Epilepsy, which is our neighbouring school. They offer advice and training for staff when we require it.

In case of an emergency

If a child experiences a seizure, the first aider will be called upon immediately. The first aider will follow any instructions given by the child's parents in event of a seizure. Otherwise, the first aider or teacher responsible until the first aider arrives will:

- Contact emergency services on 999 or ensure that a colleague does so.
- Contact the parents
- Protect the person from injury by removing any harmful objects nearby.
- Cushion the child's head.
- Once the seizure has finished, gently place the pupil in the recovery position to aid breathing.
- Keep calm and reassure the pupil, staying with them until recovery is complete.

Staff will contact emergency services:

- If it is believed to be the pupil's first seizure.
- If the seizure continues for more than five minutes.
- If one seizure follows another without the person regaining consciousness between seizures.
- If the pupil is injured during the seizure or it is believed they need medical attention.
- If there is any doubt at any time.

Roles, responsibilities and review

The Headmaster, in conjunction with the Head of the Prep School is responsible for the implementation and monitoring of the policy. All staff are responsible for ensuring the policy and procedures are followed. Parents are responsible for keeping the Prep School informed of medical conditions that affect their child and for covering medication where applicable.



Other policies to refer to:

- First aid policy.
- Disability policy.

Further information:

Epilepsy Society

www.epilepsysociety.org.uk

Helpline: 01494 601 400



APPENDIX G

MEDICAL CONDITIONS: NUT USAGE

INTRODUCTION

This policy focuses on the management of nut allergies and should be read in conjunction with the School's First Aid Policy and Catering Department School Agreement. This Nut Usage Appendix forms part of our Medical Conditions Policy.

The School aims to practise a nut free policy although we recognise that this cannot be guaranteed. This policy serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The School aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. Yearly our new intake are made aware that we do not allow nuts or nut products within our School for snacks, party cakes or seasonal treats.

STAFF

The onus falls on all staff to read and follow this policy both in School and when out on trips and outings and to be aware of which children are allergic to nuts. Staff and volunteers must ensure they do not bring in or consume nut products within school and ensure they follow good hand washing practice.

Caution must be taken at certain times of the year such as Easter and Christmas. If Staff distribute confectionary care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribo are a better alternative. Particular products and brands that are a cause for concern are: - Celebrations, Roses, Heroes and Quality Street.

All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in School.

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts
- This product may contain nut derivatives

There are regular opportunities for staff to receive training in using adrenaline injectors (Epipens) and there are staff trained in the administration of these in every Key Stage, including the Foundation Stage.

Parents

Must notify staff of any known or suspected allergy to nuts and provide all required information detailed on their child's individual Healthcare Plan and Food Allergy and Intolerance Notification Form, which is sent to them from the Admissions Office upon joining and thereafter annually from the School Office. If a child is diagnosed with a nut allergy part way through an academic year the parents must inform the School Office as soon as possible after the diagnosis. Parents must not bring in any food or treats (such as for birthdays) unless they have checked the ingredients carefully, likewise for snack choices. Homemade snack or party food contributions must have a label detailing all ingredients present and the kitchen environment where



the food was prepared must be nut free. If you're unsure about a selection, please speak to a staff member before bringing in the food item into School.

Packaging must be checked for:

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts.
- This product may contain nut derivatives

This would indicate that this product is unsuitable for consumption at School.

Pupils

All children are regularly reminded about the good hygiene practice of washing hands before and after eating which helps to reduce the risk of secondary contamination. Likewise, children are reminded, and carefully supervised, to minimise the act of food sharing with their friends, e.g. on Celebration Day where we have a family picnic onsite. Pupils at risk of anaphylaxis have a laminated card in the dining room which they show the catering team to ensure they are aware of allergies or preferences.

Catering Department

The School's catering department, Holroyd Howe, emphasises the avoidance of nuts (tree nuts, peanuts and pine nuts) and nut related products, recognising the potentially severe allergic reaction, for some people. They have their own Catering Department School Agreement, and all catering staff receive training in this. Within the catering facilities at the School, we take precautions to minimise the risk of anaphylaxis and other allergenic reactions occurring: The School never knowingly use any nuts (including pine nuts and peanuts) or sesame seeds and associated nut/sesame products in our kitchens, however we are unable to guarantee that dishes/products served are totally free from nuts/nut derivatives.

The risk of claiming to be nut free may mean that children with allergies might be led into a false sense of security. There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens may be present but, these are restricted and monitored, as much as is reasonably possible.

Pupils who are known to have food allergies (e.g. nuts, egg, milk, gluten, fish, molluscs, crustaceans) are introduced to key members of the catering team, on their first day at the school, and are encouraged to seek guidance from catering staff on a daily basis, if necessary, on what they can have, from the lunch menu.

For children in the EYFS – a laminated card is placed on the table in the dining room where they sit which states what they cannot eat. This ensures that nobody gives a child the wrong food. In Year 1, a Year 1 TA stands at the counter and ensures that all children with allergies are given the correct food. All children from Year 1 to 6 have a laminated card which is in the Dining Room and the child collects theirs and hands it to the catering staff each time.

All children with food allergies are recorded in a document with their photo which is given to the catering team at the start of the year or when there are any changes/updates.



Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated. The success of minimising anaphylaxis risk and all other allergenic reactions requires the cooperation of pupils, staff, and parents.

GENERAL

There are signs placed at all the entrances to the school stating NO NUTS!

The lettings policy and extra-curricular policies include information about not bringing nuts on to the site. External hirers send notification out to their delegates ahead of the event that nuts are not allowed, and a member of staff meets new hirers on the first day to run through things and remind them in detail about the expectations and emphasise about the no nuts expectation.

The Maintenance Team has also been fully briefed about expectations regarding visual checks and cleaning post hire and there is a checklist that is completed which we keep as a record.