Upton-by-Chester High School

Supporting Learners with Medical Conditions Policy

Policy Link	
SLT	Mrs K McCarthy
Governor	
Statutory	Yes

To	Date
Committee	FGB
Full Governing Body	March 2026
Next Review	March 2027
Make available on:	**Yes/ No**
School website	Yes
Staff shared area	Yes

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1. Aims

At Upton-by-Chester High School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support learners with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that learners, staff and parents/carers understand how our school will support learners with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to learners with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Mrs K McCarthy (Deputy Headteacher: Culture and Ethos)

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 Body's to make arrangements for supporting learners at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting learners with medical conditions at school.

3. Roles and Responsibilities

3.1 The Governing Body

The governing board has ultimate responsibility for making arrangements to support learners with medical conditions.

The governing board will:

Review this policy in a timely manner, in line with the relevant legislation and requirements

Make sure that the policy sets out the procedures to be followed whenever the school is notified that a learner has a medical condition

Monitor practice, and staff training, in regards to learners with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to Mrs K McCarthy (Deputy Headteacher: Culture and Ethos)

3.2 The Deputy Headteacher

The Deputy Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation. This will be achieved by via a signed annual google document as confirmation that staff have read the policy. Key staff will have direct involvement in the policies implementation e.g. Premises Manager (H&S), and First Aiders, and will meet annually to review the policy and procedure in line with best practice guidance.
- 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. Upton-by-Chester High School has a published and regularly reviewed list of trained First Aiders.
- Ensure that all staff who need to know are aware of a learner's condition. This is stored as part of the SEND Register on the Intranet. Staff briefings are used periodically to remind and enable staff to refresh their knowledge.
- The learner's key adult (PSM, HOY, SEND) will take overall responsibility for the development of IHPs in conjunction with the Deputy Headteacher.
- Contact relevant Health Professional (e.g., diabetes or asthma nurse) in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the First Aid Team and the SENDCo.
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date through regular and at least annual checks.

3.3 Staff

- Supporting learners 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 learners with medical conditions, although they will not be required to do so. This includes the administration of medicines in a medical emergency.
- Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency

before doing so. Upton-by-Chester High School uses the “Medical Learning Package for Cheshire West and Chester Schools” awareness training.

- A list of appropriately trained staff will be maintained in the school and the Deputy Headteacher will have oversight of this. The list is updated by the Premises Manager and communicated with all staff, once per term via the daily Staff Bulletin and new staff via their induction pack/programme.
- Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

The SENDCo will:

- Know which learners have a documented medical condition and which have special educational needs because of their condition, and will lead on arrangements to ensure the school works with all stakeholders (including health and social care professionals, the local authority, parents/carers and learners).
- Be responsible for ensuring all Individual Healthcare Plans (IHPs) are quality assured and monitored. The SENDCo will liaise with the relevant Form Tutor, Head of Year, and teachers to ensure that learners who have been unable to attend school because of their medical condition are supported to catch up on missing schoolwork.
- Make the necessary arrangements for a learner that needs special consideration or access arrangements, by communicating this information to the Examinations Officer. The SENDCo will work with the Deputy Headteacher who oversees the Medical Conditions Policy to ensure that staff have relevant training so they have the knowledge and capacity to meet the needs of learners.

3.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child’s medical needs.
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child’s IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g., provide medicines and equipment, and ensure they or another nominated adult are always contactable.

3.5 Learners

- Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners 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 Health and other Healthcare Professionals

- School Health may contact the school via the Main Office when a learner has been identified to them as having a medical condition that will require support in school. School Health may also support staff at Upton-by-Chester High School to implement a child’s IHP. The Main Office will alert the learner’s Year Team and the SENDCo if the learner has special educational needs.

4. Equal Opportunities

Upton-by-Chester High School is clear about the need to actively support learners with medical conditions to participate in Engage@Upton, school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out by Trip Leaders or Sporting Activity Providers so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. Trip Leaders may seek advice from the learners Year Team and/or SENDCo if the learner has special educational needs. In doing so, learners, their parents/carers and any relevant healthcare professionals will be consulted. The latest risk assessment will be attached to the IHP to support the planning of subsequent activities.

5. Being Notified that a Child has a Medical Condition

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

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 learners who are new to our school. Parents are asked to fill out the medical details section when completing the starter pack. **(Appendix 1)**

6. Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for the development of IHPs for learners with medical conditions. This has been delegated to Mrs K McCarthy (Deputy Headteacher- Culture and Ethos).

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed. This is monitored through the SEND register.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all learners with a medical condition will require an IHP. It will be agreed with the Year Team and/or SENDCo, a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Deputy Headteacher will make the final decision. This decision will be recorded on CPOMS.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as School Health, the SENDCo, specialist nurses or a paediatrician, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate **(Appendix 3)**.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a learner has special educational needs (SEN) but does not have an 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 Governing Body and the Headteacher/ Deputy Headteacher will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The learner'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 learner's educational, social and emotional need. For example, 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 an emergency. If a learner 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 learner'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 learner's condition and the support required?
- Arrangements for written permission from parents/carers and the Headteacher (Delegated to the Deputy Headteacher) for medication to be administered by a member of staff, or self-administered by the learner during school hours **(Appendix 4)**.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g., risk assessments.
- Where confidentiality issues are raised by the parent/carer or learner, the designated individuals to be entrusted with information about the learner's condition.
- What to do in an emergency, including who to contact and contingency arrangements.

7. Managing Medicines

Prescription and non-prescription medicines will be administered at school:

- When it would be detrimental to the learner's health or school attendance not to do so **and**
- Where Upton-by-Chester High School have parents/carers' written consent

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

Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a learner any medication (for administering pain relief) will first check maximum dosages and when the previous dosage was taken. Consent will always be sought from parent/carer before administering pain relief. This will be carried out by someone in First Aid or the Main Office.

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

All of the above will be checked by the First Aid Team when medication is handed to school staff.

The school will accept insulin that is inside an insulin pen or pump and must be in date.

All medicines will be stored safely. Learners 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 AAIs will always be readily available to learners and not locked away.

Medicines will be returned to parents/carers by the First Aid Team (Dee Crossley/ Victoria Llyod, Mike Broomfield) to arrange for safe disposal when 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 morphine or methadone.

A learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner to use. An example of where this is appropriate is a learner who is diabetic and carries insulin. However, ADHD, Antibiotics for example are always kept in a secure cupboard in the First Aid Room. All other controlled drugs are kept in a secure cupboard in the First Aid Room and only named (Dee Crossley/Mike Broomfeild and other regular cover) 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 Learners Managing Their Own Needs

- Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHP.
- Learners who are deemed competent (in agreement with their parent/ carer) will be allowed to carry their own medicines and relevant devices, wherever possible.
- IHPs will include procedure for staff to follow if a learner refuses to carry out a necessary procedure or take medicine.

7.3 Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every learner with the same condition requires the same treatment.
- Ignore the views of the learner or their parents/ carers.
- Ignore medical evidence or opinion (although this may be challenged).
- 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 IHP.
- If the learner becomes ill, send them to the First Aid Room unaccompanied or with someone unsuitable.
- Penalise learners for their attendance record if their absences are related to their medical condition and hospital appointments or appropriate evidence has been provided.
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their learner, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including Engage@Upton activities, school trips, e.g., by requiring parents/carers to accompany their child. There may however, be times where a parent/ carer attending a trip/ visit is appropriate if Upton-by-Chester High School cannot manage a complex need outside of school.
- Administer, or ask learners to administer, medicine in the school toilets.

8. Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999) (Appendix 6). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until their parent/carer arrives to the scene, or accompany the learner to hospital by ambulance.

9. Training

Staff who are responsible for supporting learners 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 learners 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 / Deputy Headteacher. 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 learners.
- Fulfil the requirements in the IHP.
- 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 in line with their job role.

10. Record Keeping

The Governing Body will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the school. Parents/carers will be informed if their child has required medical assistance and when the learners and/ or a member of staff has reported a head bump/injury or a suspected head injury.

IHPs are kept in a readily accessible places which all staff are aware of, which will be:

- In the learners' record, attached as a Word document on the SEND Register under Learner Health Information (Staff Intranet). This is regularly updated and shared with all staff.
- Printed and stored in the red file in the First Aid Room.
- Daily attendance to the First Aid room is recorded in a read folder stating the learners information, the reason for their attendance and any medical assistance administered.

11. Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

The RPA will provide an indemnity if a member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury occurring during the Membership Year within the Territorial Limits and in connection with the provision of medicines or medical procedures. Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to learners with medical conditions and has received sufficient and suitable training.

Cover provided by the RPA will be subject to adherence with the statutory guidance on supporting learners at school with medical conditions: December 2015, link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-learners-at-school-with-medical-conditions.pdf

12. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Deputy Headteacher in the first instance. If the Deputy Headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

13. Monitoring Arrangements

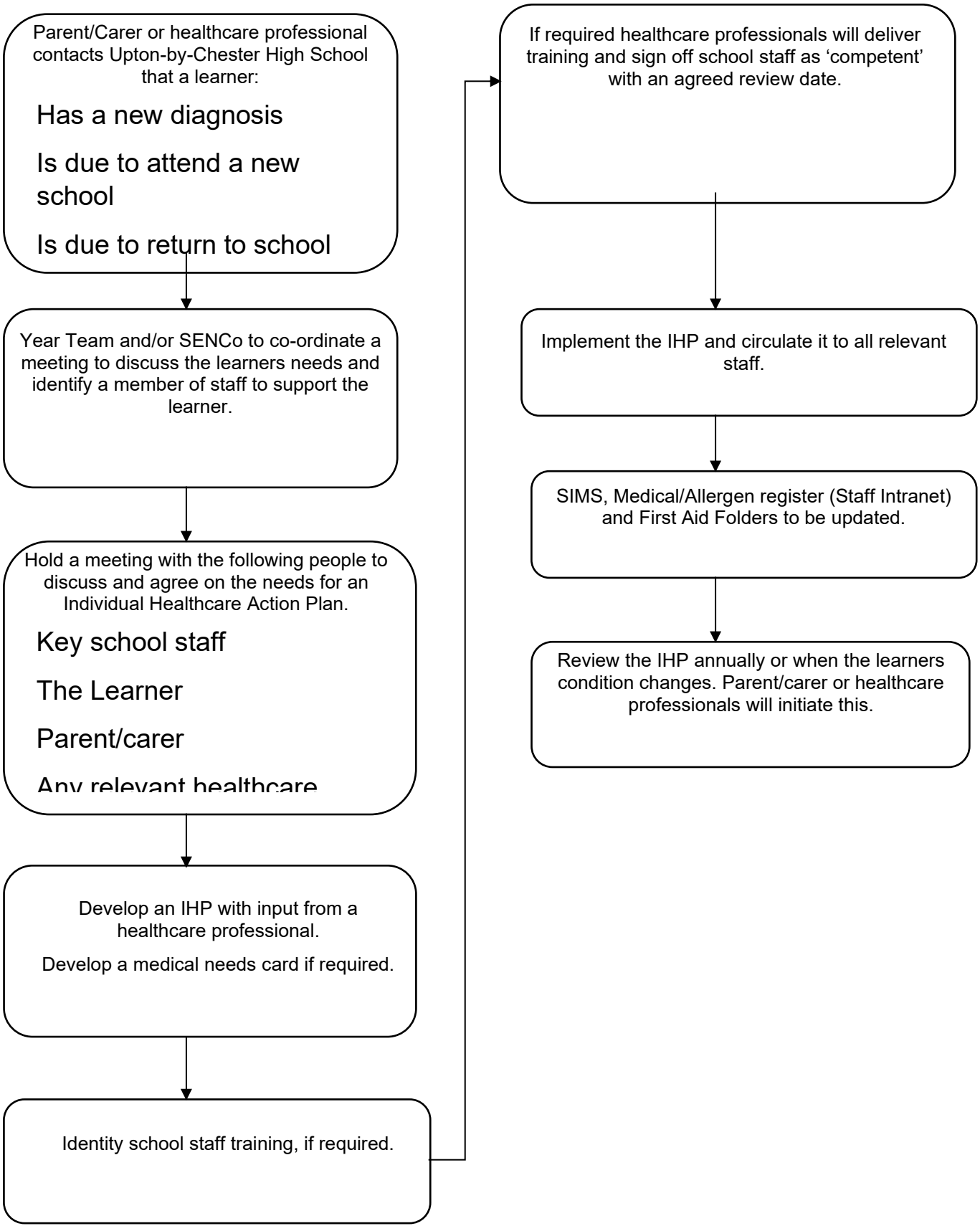
This policy will be reviewed and approved by the Governing Body annually.

14. Links to Other Policies

This policy links to the following policies: https://www.uptonhigh.co.uk/page/?title=Policies&pid=529

- Accessibility plan
- Complaints
- Equality information and objectives
- First Aid
- Health and Safety
- Safeguarding
- Special educational needs information report and policy
- School food policy

Appendix 1: Being notified a learner has a medical condition





Educational Visits & LOtC Risk Benefit Assessment

Visit to: **Dates of Visit**

Leader in Charge of Visit **Persons considered in the assessment:**

Carried out by: **Date of Assessment**

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
EG Comparing and contrasting environments	EG Young people experience an environment they may never otherwise access

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	● *Weather forecast checked were appropriate* ● *Activities programme amended where necessary*	
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	● *Driving hours limited, with back-up driver on long journeys* ● *Seat Belts used at all times* ● *Marshalling as group leaves coach, etc* ● *Appropriate stops for eating and care arrangements en route* ● *LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.*	
3 EQUIPMENT CLOTHING SUBSTANCES	● *All clothing appropriate to the activities and location, including the use of weatherproof clothing* ● *Appropriate footwear worn* ● *Special equipment checked* ● *Equipment appropriate to the activities and location*	
4 ACTIVITIES and PROCEDURES e.g. Programme of activities, down time etc	● *Detailed programme, including alternatives for bad weather* ● *'Down time' arrangements* ● *Adequate supervision at all times, with a duty rota in place* ● *Agree standards of behaviour and conduct* ● *Equipment suitable for activities and abilities of pupils*	
5 SUPERVISION COMPETENCE DISCIPLINE	● *Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place* ● *Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils* ● *Code of conduct established and maintained* ● *Adequate staffing numbers available* ● *Appropriate voluntary helpers used and fully briefed on their responsibilities*	

	● *Police check for helpers under the Child Protection Act*	
6 OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation ● Emergency Contacts and Communication ● Insurance ● LA Approval via EVOLVE ● Medical Arrangements ● Parental Information ● Research ● Special Needs ● Visits Abroad	● *Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out* ● *Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party* ● *Mobile telephone available for emergency use* ● *Established appropriate emergency contacts with schools and parents* ● *Critical incident procedure functions properly* ● *Set up effective communication procedures with the group* ● *Insurance cover checked and parents informed of the limits of cover provided* ● *Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits* ● *Specific adventure activity guidelines being followed* ● *All relevant medical information of all participants maintained* ● *All appropriate medical arrangements, including first aid* ● *Special potential health hazards associated with the site* ● *Is it necessary to notify parents? Check this document and local policy* ● *Have you provided appropriate information for parents?* ● *Meeting with parents* ● *Parental Consent* ● *Do you need and have they given their consent* ● *Researched the area, site accommodation, company* ● *Pre visit carried out* ● *Full account taken of any special needs involved*	

OTHER		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM

Signed . **Date** .

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a 'tick'' or a 'yes' would probably not be considered suitable or sufficient evidence that a control measure is in place.

Cheshire West and Chester

Health and Safety Risk Assessment

Risk Assessment for: **Transport**

Carried out by: …… Date: ……

Any previous assessment for this activity carried out:

Hazard	Risk H M L	Persons at Risk	Control Measures	Comments / Action	Residual Risk Rating H L M
Crash					
Breakdown					
Other road users					
Disruptive behaviour					
Transport e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns.					

Signed:	Copies passed to:

Appendix 3: Individual Learner Healthcare Plan

Learning to shape the future

Headteacher: Mr L Cummins B.Ed (Hons), M.Ed, NPQH

Upton-by-Chester High School,
St. James Avenue, Chester,
Cheshire, CH2 1NN

Web: uptonhigh.co.uk **Tel:** 01244 259800 **Email:** admin@uptonhigh.co.uk

Date XXXXX

Dear XXXXX

DEVLOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. Please use the link to access the school's policy for supporting learners at school with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan (IHP) to be prepared, setting out what support each learner needs and how this will be provided. Individual Healthcare Plans are developed in partnership between school, parent/carer, learners and the relevant healthcare professional, who can advise on your child's case.

The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children require one. We will need to make judgments about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx.

I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

Yours sincerely



Mrs K McCarthy

Deputy Headteacher

1. **LEARNER INFORMATION**

Learner Name:	
D.O.B:	
Form Group:	
Address:	
Medical Conditions: (Give a brief description of the medical condition including descriptions of signs, symptoms, triggers and behaviours')	
Allergies:	

Family contact information	
Name:	
Relationship:	
Contact Details **Home:**	
Work:	
Mobile:	
Email:	

2. **ESSENTIAL INFORMATION CONCERNING THIS LEARNER'S HEALTH NEEDS**

	Name	**Contact details**
Specialist Nurse:		
Keyworker:		
Consultant Paediatrician:		
GP:		
Form Tutor:		
Year team:		
Director of KS:		

First Aider:		
SENCo:		

Emotional impact?	
Medication administered at school will be stored:	

ROUTINE MONITORING (IF APPLICABLE)

		Review Date:
What monitoring is required?		
Targets (if applicable)		

3. **EMERGENCY SITUATIONS**

What is considered an emergency situation?		
What are the symptoms?		
Relevant teaching staff:	*All teaching staff to be made aware of the learner's condition and treatment:*	
Relevant non-teaching staff:	*Office staff:*	
Headteacher:		
Any provider of alternative provision:		

4. TREATMENT

Medical condition	Drug	Dose	When	How is it administered?

Does treatment of the medical condition affect behaviour or concentration?	
Are there any side effects of the medication that will impact learner whilst at school?	
Is there any ongoing treatment that is not being administered in School?	
Does this treatment have any side effects that will impact learner whilst at School?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g., test/rest required?)	
Who is responsible for providing support in school?	
Who is responsible in an emergency?	

5. IMPACT ON LEARNER'S LEARNING

How does the learner's medical condition affect learning? (e.g., memory, processing speed, coordination)	

6. IMPACT ON LEARNER'S LEARNING & CARE AT MEAL TIMES/LIBERTY TIMES

	Time	Action
Pre-school day	8:30am	
AM break		
Lunchtime		
After-school	3:10pm	
Other		

7. PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition?	
Extra care/provision for physical activity:	
Before:	
During:	
After:	

TRIPS AND VISITS

Extra care/provision for trips/visits **What?** **When?** **Who?**	
Who will look after medication/equipment?	
External agencies/people that need to be informed:	
Does the school environment affect the learner's medical condition? **How:**	
What extra care/provision is required:	

8. EDUCATIONAL, SCHOOL & EMOTIONAL NEEDS

Is the learner likely to need time off because of their condition?	
How will the learner catch up on work missed?	
Access arrangements and interventions:	

9. STAFF CPD

What CPD is required?	
Who?	
How often?	

NOTES:

	Date	**Signature**
Has a health care plan been received from an external healthcare provider?		

Signed By:	**Name**	**Signature**	**Date**
Learner:			
Parent/Carer:			

Healthcare Professional:			
School:			
School Health:			

Date of Next Review:	

Appendix 4a: Medication and Storage Administration Form

Note to parent/carer:

- Medication will not be accepted by the school unless this form is completed and signed by the parent/carer of the child and that the administration of the medication is agreed by the Headteacher.
- Medicines must be in the original container/packaging.

By signing this form, you are agreeing to the following statements:

- I confirm that the information I have given is true and accurate.
- I understand that this is a service that the school is not obliged to undertake.
- I understand that I must immediately notify the school of any changes to these details.

Learner Name:	
D.O.B:	
Form Group:	
Name of Medication	
Reason for Medication: (As described on container)	
Expiry Date	
Self-Administration: (Please Tick) ***This must be completed***	☐ **YES** ☐ **NO**
Duration of Course: (Please Circle)	1 day / 1 week / 10 days / ongoing / other
Dosage:	
Time(s) to be Given:	
Other Instructions:	
Parent/Carer Name:	
Parent/Carer Signature:	
Date:	

Only to be completed if or when any unused medication needs collecting:

Learner Name:	
Parent/Carer Signature:	
Date:	

For office use only: Please pass to the First Aider on duty, who will scan and upload to the learner's file on the SEN Register under Allergies/Medical.

Appendix 4b: Record of Medication Administered to an Individual Learner

UPTON-BY-CHESTER HIGH SCHOOL

MEDICATION:

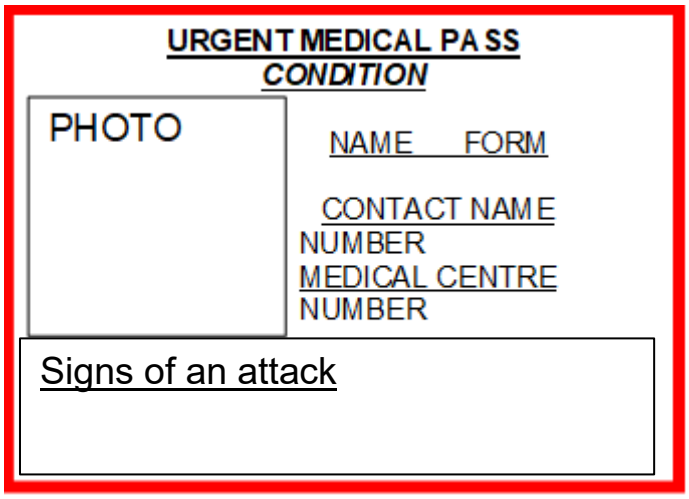
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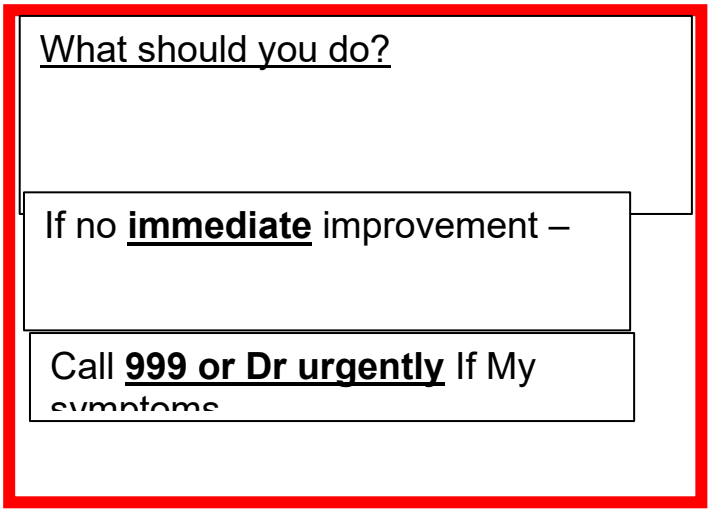
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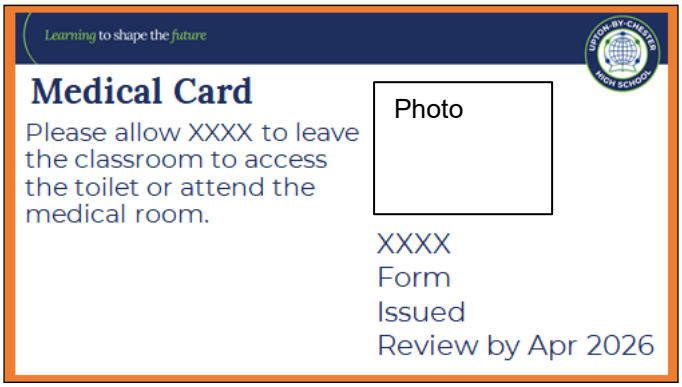
Appendix 5: Urgent Medical & Medical Pass Card

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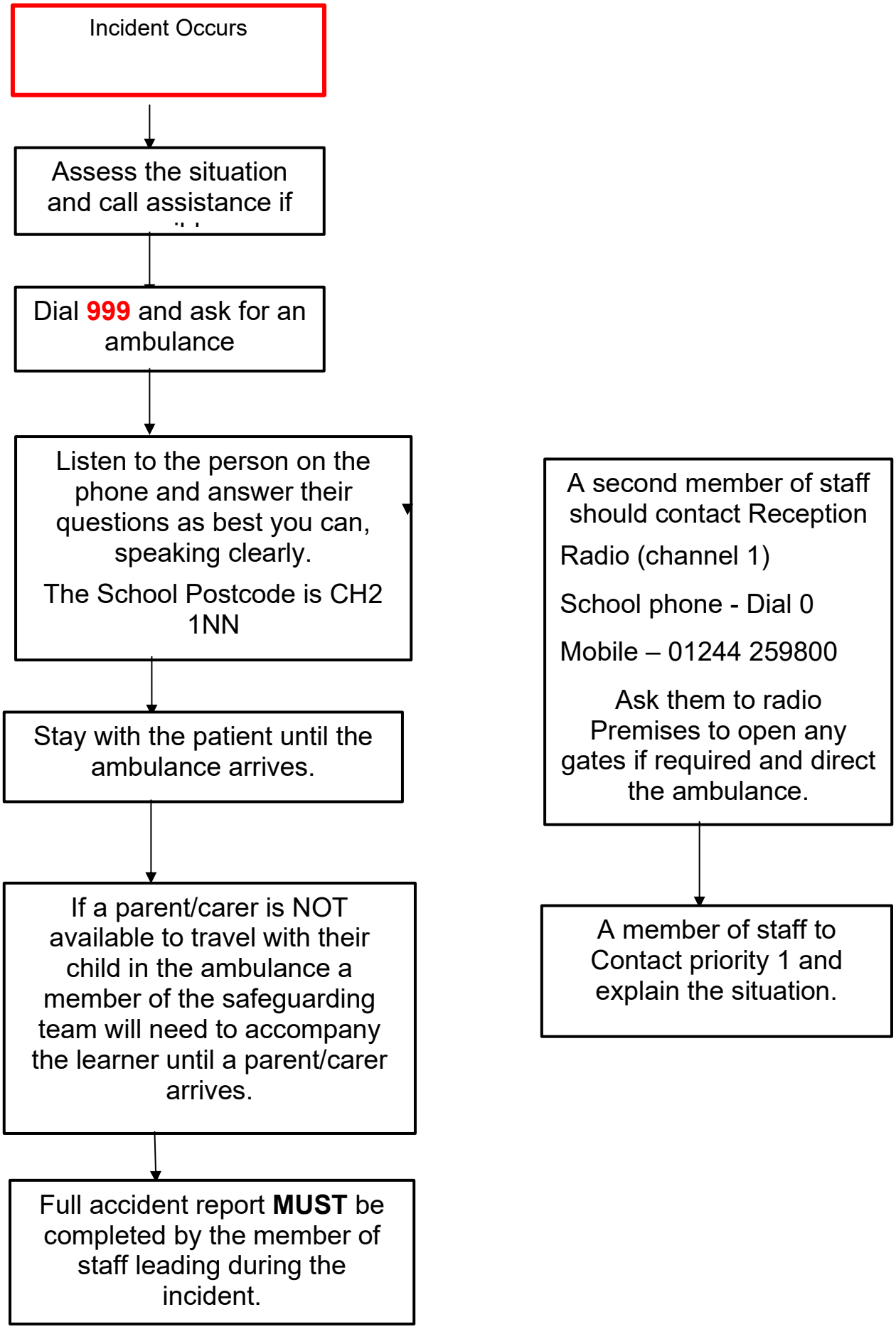


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Contacting Emergency Services



Upton-by-Chester High School

Learner Allergy Protocol

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1. Aims

This policy aims to:

- Set out Upton-by-Chester High School's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
- Make clear how Upton-by-Chester High School supports learners with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the school community.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting learners with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Mrs K McCarthy (Deputy Headteacher: Culture and Ethos)

They're responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Recording and collating allergy and special dietary information for all relevant learners (although the allergy lead has ultimate responsibility, the information collection itself is collected through Admissions, First Aid Team and Pastoral Teams.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff.
- All learners with severe allergies have an allergy action plan completed by a medical professional.
- All staff receive an appropriate level of allergy training- First Aid.

- All staff are aware of the school's policy and procedures regarding allergies awareness.
- Relevant staff are aware of what activities need an allergy risk assessment.
- Keeping stock of the school's adrenaline auto-injectors (AAIs). Ensuring they are stored correctly and securely in first aid room, plus emergency AAIs in Main Office, Chester County Officers Club (Brookhurst Site) and SEN Office.
- Regularly reviewing and the updating the allergy policy.
- Allergy and medical information are collected by the Admissions Officer for learners transferring to High School from Year 6 to Year 7, and in-year transfers. This information is then populated into the SEND register (allergies) and CPOMS by the Pastoral Manager and Head of Year. They will also email the allmedical@uptonhigh.co.uk email address to inform Mike Broomfield, Dee Crossley and Victoria Lloyd (First Aid Team).
- The Admin Officer will update the medical section of SIMS.
- The Admin Officer and Deputy Headteacher will meet weekly to discuss any updates.

3.2 First Aid Team

The First Aid Team (Mike Broomfield, Dee Crossley and Victoria Lloyd) are responsible for:

- Maintaining and monitoring the paperwork and information from the Year Teams and families. When new information is provided to a member of staff, they must notify the learners' Year Team who will investigate the information further. This is likely to include a parent/carer phone call or meeting. The information will be updated on the SEND register and CPOMS.
- Update the SEND register without delay and include date when added.
- Co-ordinating medication with families.
- Checking spare AAIs are in date in Main Office and First Aid room. The Premises Manager will check the spare AAIs in the SEN office, Brookhurst Site and the spare AAI.
- Any other appropriate tasks delegated by the allergy lead.
- Seeking additional advice from the external School Health nurse.

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among learners.
- Maintaining awareness of our allergy policy and procedures by displaying posters around the school and through annual training and termly updates on the Bulletin.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis, through annual training.
- Attending appropriate allergy training as required.
- Being aware of specific learners with allergies in their care.
- Carefully considering the use of food or other potential allergens in lesson and activity planning (food department).
- Ensuring the wellbeing and inclusion of learners with allergies.
- Carry their relevant card.
- Inform a member of staff if they are unwell or present to First Aid Room.

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of Upton-by-Chester High School's allergy protocols.
- 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 child as packed lunches and snacks, and trying to limit the number of allergens included.
- Following Upton-by-Chester High School guidance on food brought in to be shared.
- Updating the school on any changes to their child's condition.

3.5 Learners with allergies

These learners 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.

3.6 Learners without allergies

These learners are responsible for:

- Being aware of allergens and the risk they pose to their peers, through PSHE lessons.
- Older learners might also be expected to support their peers and staff in the case of an emergency.

4. Assessing Risk

The school will conduct a risk assessment for key areas in the school for any learner 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 learner at risk of an allergic reaction will also be carried out where a visitor requires a guide dog

5. Managing Risk

5.1 Hygiene procedures

Measure Upton-by-Chester High School take to prevent contamination:

- Handwashing/sanitising facilities around school for Learners and staff
- Sharing of food is discouraged
- Encouraging learners to bring in their own water bottles
- Learners are given basic food hygiene training as part of the Design & Technology Food course in Year 8 Autumn term
- Awareness of Natasha's Law - narf.org.uk/natashaslaw

5.2 Catering

Catering at Upton-by-Chester High School is provided by Aspens LTD.

- The school is committed to providing Aspens with information on the dietary needs of learners with allergies.
- The Food Hygiene Authority report that Aspens receive appropriate training every 12-18 months.
- School menus are available for parents/carers 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 learners.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing learners 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.
- Hand sanitiser is provided in both canteens for learner use.

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage learners 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 learner brings these foods into school, they may be asked to eat them away from others to minimise the risk.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered, where possible

5.5 Animals

- All learners will always wash hands after interacting with animals to avoid putting learners with allergies at risk through later contact.
- Awareness of learners with animal allergies during lesson/ activities where animals maybe present.

5.6 Support for mental health

Learners with allergies will have additional support through:

- Pastoral care- all year groups have a dedicated non-teaching Pastoral Support Manager.
- Regular check-ins with their Form Tutor (10 mins every morning registration and 25 minutes every afternoon during PLaN).

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no learners with allergies will be excluded from taking part.

- Upton-by-Chester High School will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of learners' 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).

6. Procedures for Handling an Allergic Reaction

6.1 Register of learners with AAIs

The school maintains a register of learners 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 learner has been prescribed AAI(s) (and if so, what type and dose).
- Where a learner has been prescribed an AAI, parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the learner.
- A photograph of each learner to allow a visual check to be made (parental consent will be requested by the school).

The SEND register (allergies tab) is stored on the school's intranet and can be checked quickly by any member of staff as part of initiating an emergency response. This can be done by dialling '0' on reception where admin staff have immediate access to this information.

6.2 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.
- First Aiders are trained in the administration of AAIs to minimise delays in learner's receiving adrenaline in an emergency.
- If a learner has an allergic reaction, the staff member will initiate the school's emergency response plan, following the learner's allergy action plan, (reference page 36).
- If an AAI needs to be administered, a member of staff will use the learner's own AAI, or if it is not available, a school one.
- If the learner 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.
- A school AAI device will be used instead of the learner's own AAI device if:
  - Medical authorisation and written parental consent have been provided, or
  - The learner's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany the learner to hospital by ambulance.
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the learner will be monitored and the parents/carers informed.

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools.

7.1 Purchasing of spare AAIs

The School Premises Manager/Health and Safety Lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- The AAIs will be sourced from a reputable supplier
- The school hold 5 AAIs on site. These are stored in:

1. Main School Office
2. Supportive Education Department
3. PE- Cheshire Sports Club- Brookhurst Site
4. We hold an additional AAI for school trips, this is stored in the Premises Manager's office

- The school purchases Mylan Epi Pen Junior
- The school purchase age 11-18 dosage

7.2 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 suitable 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.
- Spare AAIs will be kept separate from any learner's own prescribed AAI, and clearly labelled.

7.3 Maintenance (of spare AAIs)

The Premises Manager, Allergy Lead and First Aid Team (Mike Broomfield and Dee Crossley) are responsible for checking monthly that:

- The AAIs are present, in date and checked termly.
- Replacement AAIs are obtained when the expiry date is near.

7.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. Upton-by-Chester High School disposes of AAIs in sharps bins that are collected by Trust Hygiene LTD.

7.5 Use of AAIs off school premises

- Learners 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.
- Spare AAIs for emergency use are taken on school trips and off-site events.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes: 2x EpiPen Jr. Adrenaline Auto-injector 0.15 mg

8. Training

Upton-by-Chester High School is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions

- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Include any other relevant training points - NHS Training as necessary (e.g., Diabetic Nurse)
- Training will be carried out at least annually by the allergy lead.

Allergy Action Plan

Mild to Moderate Symptoms

Nettle rash (known as hives or urticaria) anywhere on the body

A tingling or itchy feeling in the mouth

Swelling of lips, face or eyes

Stomach pain or vomiting

ACTIONS:

Stay where you are and call for help if necessary

Locate adrenaline auto-injectors

Take antihistamine

Watch for any of the ABC symptoms below.

Watch for signs of **ANAPHYLAXIS** (life-threatening allergic reaction). Anaphylaxis may occur without skin symptoms. Always consider anaphylaxis in someone who has a known allergy and has **SUDDEN BREATHING DIFFICULTY.**

Airways **Breathing** **Circulation**

IF ANY ONE (or more) of these signs are present:

Lie flat with legs raised (if breathing is difficult, can sit up).

Administer an adrenaline auto-injector without delay (e.g. EpiPen, Jext, Emerade).

Dial 999 for an ambulance and say **"ANAPHYLAXIS (ANA-FIL-AXIS)".**

IF IN DOUBT, give adrenaline

After giving adrenaline:

1. Stay where you are until ambulance arrives, **do NOT stand up.**
2. Phone emergency contact.
3. **If no improvement after 5 minutes, a second adrenaline auto-injector should be used.**

There are three different brands of adrenaline auto-injectors (AAI) in the UK.

Jext **EpiPen** **Emerade**

How to administer each device varies by brand, **please follow the instructions on the device**