



**The John Roan School**  
The best in everyone™  
Part of United Learning

---

# Supporting Pupils with Medical Needs Policy

---

Dated: September 2024  
Approved by Governing Body: September 2024  
For Review: September 2025

## **United Learning**

This policy is in line with our equal opportunities statement and aims to support inclusion for all of our students. The policy covers all statutory elements and focuses on maintaining the highest expectations for all students and bringing out the ‘best in everyone.’

## **Rationale**

The number of students attending mainstream schools who have specific medical needs is increasing. Many children and young people have their participation in school affected by illness or a specific medical condition. This may result in a minor disruption or it may cause regular or permanent limitation to their access to education. Most children with medical needs are able to attend school regularly and, with appropriate support from family and school, can take part in the normal school activities. However, some children with long term, complex or individualised medical needs will need to have them carefully planned and monitored by school, parents/carers, medical and other professionals and where appropriate for the child, to maximise curriculum access, their inclusion and to safeguard the child’s health and safety. It is crucial that all involved have an understanding of the policy and procedures the school is operating.

## **Introduction**

The United Learning Trust is committed to ensuring that the necessary provision is made for every student within their schools’ communities. The Trust celebrates the inclusive nature of their schools and strives to meet the needs of all students, including those with medical needs and conditions.

Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of each school to make arrangements for supporting children with medical conditions. The Department of Education have produced statutory guidance ‘Supporting Pupils with Medical Conditions’ and we will have regard to this guidance when meeting this requirement.

The Trust endeavours to ensure that children with medical conditions are properly supported, so that they have full access to education, including school trips and physical education.

Each school will ensure that the Principal and staff will treat all medical information confidentially.

All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document.

All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEND Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development, as well as having educational implications.

## The John Roan School

### Supporting Pupils with Medical Needs Policy

<b>Context</b>
This policy was developed in consultation with parents/carers, staff and students and has regard to: <ul style="list-style-type: none"><li>• Statutory Guidance: Supporting students at school with medical conditions – DfE – December 2015</li><li>• Section 100 of the Children and Families Act 2014 and associated regulations</li><li>• The Equality Act 2010</li><li>• The SEND Code of Practice (updated 2020)</li></ul>
<b>Principal: Ms Cath Smith</b>
The named member of school staff responsible for this medical condition policy and its implementation is:  <b>Name:</b> Nicholas Taylor-Mullings  <b>Role:</b> Vice Principal
<b>Governor with responsibility for Medical Needs: Keith Bradbrook</b>
<b>SENCo: Seniz Hamit</b>
<b>Contact details:</b> <b>SENCo:</b> <a href="mailto:seniz.hamit@thejohnroanschool.org.uk">seniz.hamit@thejohnroanschool.org.uk</a> <b>Student Support Manager :</b> Ashleigh France
<b>This policy will be reviewed annually</b>
<b>Agreed by Governing Body:</b>
<b>Review date: September 2025</b>

#### This policy is to be read in conjunction with our:

- SEND Policy
- Inclusion Policy
- Safeguarding Policy
- Equality Policy
- Behaviour and Anti Bullying Policies
- Curriculum and Teaching and Learning Policies
- Health and Safety Policy/Emergency Policy
- School Visits Policy
- Complaints Policy

## **Aims and Objectives**

### **Aim**

To ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

### **Objectives**

- To establish a positive relationship with parents and carers, so that the needs of the child can be fully met
- To work in close partnership with health care professionals, staff, parents and students to meet the needs of each child
- To ensure any social and emotional needs are met for children with medical conditions
- To minimise the impact of any medical condition on a child's educational achievement
- To ensure that the Medi-alert booklet and in complex cases a Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively
- To ensure as little disruption to our students' education as possible
- To develop staff knowledge and training in all areas necessary for our students
- To ensure safe storage and administration of agreed medication
- To provide a fully inclusive school

### **Roles and Responsibilities**

#### **The Governing Body**

- Overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of The John Roan School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by specialists is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Monitoring written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

## The Principal

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of The John Roan School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensure that all supply staff are aware of the policy and are briefed on individual student needs where appropriate.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing the Medi-Alert booklet and or Individual Health Care Plans (IHCPs).
- Ensuring that there are sufficient staff who have agreed to have supporting medical conditions as part of their job description and contract.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Medi-Alert actions/IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for staff who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

## Staff Members

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Fully aware of who is a named staff member responsible for administering injections.

**There is no legal duty that requires staff members to administer medication; this is a voluntary role.**

## School Nurses

The John Roan School Nurse: Rose Wade [rose.wade@nhs.net](mailto:rose.wade@nhs.net)

Notify the school when a child has been identified as requiring support in school due to a medical condition.

- Support staff on implementing a child's Medi-Alert response or individual healthcare plan and provide advice where appropriate.
- Liaising locally with lead clinicians on appropriate support.

## **Parents/Carers/Guardians**

- Parents have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed.
- Completing a parental agreement for school to administer medicine form before bringing medication into school. See appendix 1.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year/removal of expired medication.
- Discussing medication/s with their child/children prior to requesting that a staff member administer the medication.
- If their child has a more complex medical condition, they should work with the school nurse or other health professionals to develop an Individual Health Care Plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies.
- It is the parent/carers responsibility to make sure that their child is well enough to attend school.

## **The Pupil**

- Pupils are often best placed to provide information about how their condition affects them.
- Pupils should be fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their Medi-Alert/Individual Health Care Plan.
- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

## **Local Authorities**

- Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014).
- Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within Individual Health Care Plans can be delivered effectively.

- Local authorities should work with schools to support students with medical conditions to attend full-time.
- Where students would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.
- Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

## **Individual Health Care Plans**

In Greenwich, the school nurse team (OXLEAS) use the Medi-Alert booklet as a tool to support staff in responding to students with medical needs. This booklet is administered and reviewed in line with the process of an Individual Health Care Plan. Where students have complex medical needs, who need a bespoke response to support their medical needs, these students will have an Individual Health Care plan in place.

- A Medi-Alert details the actions that need to be taken within an emergency situation. In cases where an Individual Health Care Plan is in place, this document sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. Both documents provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- A Medi-Alert/Individual Healthcare Plan may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.
- Students identified as Medi-Alert will be reviewed at least annually or earlier if the child's needs change. Students with an Individual Healthcare Plan will have their plan reviewed at the following points: Year 7, 9, 11 & 13. (Plus external students entering the school in year 12) They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the Individual Health Care Plan should be linked to the child's statement or EHC Plan, where they have one.
- Parents will be notified when their child is supported by a Medi-Alert. When an Individual Health Care plan is in place, parents will receive a copy of the Health Care Plan with the originals kept by the school.
- Medi-Alert books are stored in both school receptions and the SEND office. Student IHCP's are stored in both Receptions, with a photograph of the child to support correct identification.
- The John Roan School, in conjunction with the school nurse service have produced a Medi-Alert booklet. A copy of the booklet is found on the school SharePoint and is shared with all staff.
- Where students are identified as having a severe medical need and or an IHCP, this information is provided via teacher marksheets. These students have pinned notes on Arbor to inform staff of any medical needs.
- See appendix 2.

## Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form. (Appendix 1)
- No child will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances.
- Where a student is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin, which may come in a pen or pump) with dosage instructions. Medicines that do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence that will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Reception of the main school building that the child is based. Where students travel between buildings, students are encouraged to carry their own emergency medication. All medicines must be stored safely. Children should know 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 adrenalin pens should be always readily available to children and not locked away. Some medication may need refrigeration storage. Fridges are provided within the SEND/Reception area.
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils with asthma are encouraged to carry their own inhalers with them at all times. However, a spare inhaler should also be kept in the school reception. Children with diabetes are encouraged to keep medication close to hand. They are able to take high energy snacks when needed and at any point in the day.
- Written records will be kept of any medication administered to children. An example can be found in Appendix 4.
- Pupils will never be prevented from accessing their medication.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Defibrillators are stored by Reception on each site. Trained members of staff should use this equipment in the event of an emergency. The list of trained staff is stored with the defibrillators.
- The John Roan School cannot be held responsible for side effects that occur when medication is taken correctly.
- The John Roan School stores emergency medication to be used in emergency situations. This includes emergency EpiPens and emergency Ventolin. This emergency medication will only be used in the following circumstance:



- Access to individual medication is not available or has failed.
- Written consent to use the emergency medication is provided by a parent
- Advice from the emergency services is to use the emergency medication.
- In life threatening situations, the medication may be used without consent, but only under the guidance of the emergency services.

### **Educational Visits**

- We actively support students with medical conditions to participate in school trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician, such as a GP or consultant, states that this is not possible.
- A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students, and advice from the school nurse or other healthcare professional that are responsible for ensuring that students can participate. A copy of the Medi-Alert booklet or the child's Health Care Plan should be taken with the child on an educational visit. Any medication that is to be administered in school must be taken on the trip by the member of staff leading the visit.
- The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all school trips and given to the responsible adult that works alongside the student throughout the day. A First Aid kit must be taken on all school trips. The Trip Leader must ensure that all adults have the telephone number of the school in case of an emergency.
- The school will refer to the OEAP National Guidance documents on First Aid (4.4b) and Medication (4.4d) to ensure suitable provision at the planning stage of every trip.
- The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip.
- The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip.

### **Staff Training**

- The school provides regular whole-school awareness training to ensure that all staff are aware of this policy and their role in implementing the policy. This is also included in induction arrangements for new staff.
- Any member of staff providing support to a student with medical needs must have received suitable training. It is the responsibility of the Principal to lead on identifying with health specialists the type and level of training required and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.
- Training must be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out

in Individual Health Care Plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

- Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect Individual Health Care Plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- It is important that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. The school ensures that training on conditions which they know to be common within their school is provided (asthma, epi pen, sickle cell, diabetes for example).
- Parents can be asked for their views and may be able to support school staff by explaining how their child's needs can be met but they should provide specific advice, nor be the sole trainer.

### **Emergency Procedures**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where a Medi-alert/Individual Health Care Plan (IHCP) is in place, it should detail.
  - What constitutes an emergency
  - What to do in an emergency
  - Ensure all members of staff are aware of emergency symptoms and procedures
  - Other children in school should know to inform a teacher if they think help is needed
- If a student needs to be taken to hospital, a member of staff will remain with the child until a parent arrives.

### **Unacceptable Practice**

**As outlined in the DfE statutory guidance.**

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or 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 individual healthcare plans
- if the child becomes ill, send them to the School Office or Medical Room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent

should have to give up working because the school is failing to support their child's medical needs

- prevent children from participating, or create unnecessary barriers to children participating in, any aspect of school life including school trips, e.g. by requiring parents to accompany the child

## **Complaints**

Please refer to the school's Complaint's Policy.

## **Defibrillators**

The governing body will ensure the local NHS ambulance service has been notified of its location.

## **Emergency Inhalers**

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The John Roan School has an emergency inhaler stored on both sites in the school reception. In an emergency the child's own medication (carried on their person) would be the first priority, in the event of this medication failing or not being available, the child's emergency medication (stored in school) would then be administered. In the unlikely event of both sets of the child's medication failing, the school emergency medication would then be administered. This would also be supported by the medical consent of 999. The use of the emergency inhaler based on - [Guidance on the use of emergency salbutamol in schools \(DoH, 2015\)](#). The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

## **Relevant Documents**

Supporting students with medical conditions – DfE – December 2015

<https://www.gov.uk/government/publications/supporting-students-at-school-with-medical-conditions--3>

Section 100 – Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

The Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

The SEND Code of Practice – 2020

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Health Conditions in Schools Alliance – this site has Individual Health Care Plan information for specific conditions - <http://medicalconditionsatschool.org.uk/>

## Appendix 1: Parental Agreement for School to Administer Medicine

### Parental Agreement for School to Administer Medicine or Self Administration

Date for review to be initiated by	
Name of School	The John Roan School
Name of Student	
Date of Birth	
Tutor Group	
Medical condition or illness	

Medicine Details	
Self-administration	Y / N
Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the School needs to know about?	
Procedures to take in an emergency	

Contact Details	
Parent/Carer Name	
Relationship to Student	
Daytime Telephone Number	
I understand that I must deliver the medicine personally to	(agreed member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the School policy. I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

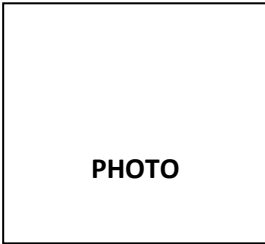
**For self-administration, I will supply the prescribed medication with clear instructions on when it is to be taken\*. My son/daughter understands it is for their personal use only and THAT THEY ARE RESPONSIBLE FOR ITS ADMINISTRATION. \* Medicines must be supplied in the original container as dispensed by the pharmacy.**

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Agreed by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 2: Individual Health Care Plan**

*improving lives*



**CARE PLAN –**

**CHILDS NAME:**

**SCHOOL:**

**DOB:**

**CLASS:**

**DATE:**

Problem / Need	Goal	Interventions / Actions	Person / Team Responsible

Copies of care plan distributed	Date	Copies of care plan distributed	Date	Copies of care plan distributed	Date

Care Plan Agreement	Name	Signature	Title	Date	Contact Number
HCP					
Care Setting					
Parent/Guardian					

**REVIEW DATE:**

Family Contact information	Name	Phone No (Work)	Home	(mobile)
(1)Father				
(2)Mother				
(3)				

### **Appendix 3: Record of medicine administered to an individual child**

Student Name:

---

<b>Date</b>	<b>Medication Taken</b>	<b>Time</b>	<b>Staff Signature</b>	<b>Notes</b>

**Annex 4: Record of medicine administered to all children**

**Name of school/setting:**

Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of staff	Print Name



## Annex 5: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## **Annex 6: Contacting emergency services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name your location as follows:  
The John Roan School, Westcombe Park Road/Maze Hill  
Ensure you state which site.
3. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
4. provide the exact location of the patient within the school setting
5. provide the name of the child and a brief description of their symptoms
6. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. put a completed copy of this form by the phone
8. inform a member of SLT and the Principal

## **Annex 7: Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, 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 will require one. We will need to make judgements 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 health care 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.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

## **Appendix 8:**

### **Key Medical Conditions**

Whilst the above policy outlines the school's approach and practices to supporting students with medical needs. The below information provided extra detail regarding school procedures and systems in supporting key medical conditions.

#### **Anaphylaxis**

Anaphylaxis is a severe and often sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food, an insect sting or an unknown allergen). A reaction can be mild or severe with slow or fast onset. It is potentially life threatening and always requires an immediate emergency response.

As a school, we recognise that anaphylaxis is a serious, but controllable condition. This school welcomes all pupils with allergies and aims to support these children in participating fully in school life. We endeavour to do this by ensuring we have:

- a register of students affected by allergies, and their associated triggers
- a named list of affected students in the medi-alert book, with actions to support in an emergency
- Safety checks when buying food on site – allergies identified.
- a medical card for all students with severe allergies
- an allergy lead
- all pupils with an EpiPen have immediate access to their EpiPen at all times
- spare prescribed EpiPen's stored in the school reception
- an emergency universal EpiPen
- ensure all staff have regular allergy/EpiPen training

The John Roan encourages all students with severe allergies to carry their own EpiPen's in an easy to reach location. Students will have a prescribed spare EpiPen stored in the school reception. In an emergency situation, students will have access to the universal EpiPen. (As stated above) When students leave the school site, PE staff must ensure that students have their EpiPen. When leaving the school site for educational trips and visits, it is the responsibility of the trip leader to ensure that students have their EpiPen with them. It is good practice to ensure that a trained first aider attends any off site visits where students have severe allergies.

Staff training will take place annually and be provided by the school nursing team. All first aiders will receive specific allergy/EpiPen training.

## **Asthma**

Asthma is a condition that affects small tubes (airways) that carry air in and out of the lungs. When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten so that the airways become narrower and the lining of the airways becomes inflamed and starts to swell. Sometimes, sticky mucus or phlegm builds up, which can further narrow the airways. These reactions make it difficult to breathe, leading to symptoms of asthma (Source: Asthma UK).

As a school, we recognise that asthma is a widespread, serious, but controllable condition. This school welcomes all pupils with asthma and aims to support these children in participating fully in school life. We endeavour to do this by ensuring we have:

- an asthma register
- an asthma card for all students with asthma
- a named list of affected students in the medi-alert book, with actions to support in an emergency
- an asthma lead,
- all pupils with immediate access to their reliever inhaler at all times,
- an emergency salbutamol inhaler
- ensure all staff have regular asthma training,

The John Roan encourages all students with Asthma to carry their own inhalers in an easy to reach location. All Asthmatic students will have a prescribed spare inhaler stored in the school reception. In an emergency situation, students will have access to the universal emergency inhaler. (As stated above) When students leave the school site, PE staff must ensure that students have their inhaler. When leaving the school site for educational trips and visits, it is the responsibility of the trip leader to ensure that students with asthma have their inhaler with them.

Staff training will take place annually and be provided by the school nursing team.

## **Diabetes**

Diabetes is a serious condition where your blood glucose level is too high. There are two main types, type 1 and type 2. Most children in school will have type 1 diabetes, which is a serious, lifelong condition where your blood glucose level is too high because your body cannot make a hormone called insulin.

As a school, we recognise that Diabetes affects a small number of students and is a serious, but controllable condition. This school welcomes all pupils with diabetes and aims to support these children in participating fully in school life. We endeavour to do this by ensuring we have:

- a IHCP in place for students with diabetes, bespoke to the needs of each student. This may include specific times to check bloods and have snacks.
- Regular reviews with the school nurse/parents
- a named list of affected students in the medi-alert book, with actions to support in an emergency
- a named diabetes lead
- access to specialist diabetes school nurse
- ensure staff have regular training

A small number of staff are specifically trained to support students with diabetes. The John Roan encourages all students with diabetes to carry their own medication in an easy to reach location. When students leave the school site, PE staff must ensure that students have their medication, checking equipment and any emergency medication. When leaving the school site for educational trips and visits, it is the responsibility of the trip leader to ensure that students have their medication before leaving the school site.

Staff training will take place annually and be provided by the Diabetes school nursing team.

## **Epilepsy**

Epilepsy is a common serious neurological condition where there is a tendency to have seizures that start in the brain.

As a school, we recognise that Epilepsy affects a small number of students and is a serious, but controllable condition. This school welcomes all pupils with Epilepsy and aims to support these children in participating fully in school life. We endeavour to do this by ensuring we have:

- a IHCP in place for students with Epilepsy, bespoke to the needs of each student.
- regular reviews with the school nurse/parents
- an emergency medical card to alert staff in an emergency
- monitor any changes in behaviour and share concerns with parents
- a named list of affected students in the medi-alert book, with actions to support in an emergency
- a named Epilepsy lead
- Specifically trained staff
- ensure staff have regular training

The main staff body will be trained annually in Epilepsy, and in the administration of emergency medication where required for some students. All identified first aiders will have specific Epilepsy training.