

Easingwold Primary School

Medical Needs Policy

Easingwold Primary School welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off-site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equality Act 2010.

In addition to this school policy, we also use the more detailed North Yorkshire guidance '*Guidance for Supporting Children and Young People with Medical Conditions in School*'.

Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol at our school in the future and we do this by:

- Having staff whose job descriptions include administering medicines and undertaking healthcare procedures.
- Ensuring other staff are aware that they may volunteer for these duties and understand their responsibilities in emergency situations.
- Maintaining record-keeping procedures for administering medication.
- Maintaining safe storage facilities for medication.
- Identifying a suitable area within school for undertaking healthcare procedures.
- Providing clean, safe, and pleasant toileting facilities for CYP.
- Maintaining flexible policies taking medical conditions into account (e.g., immediate toilet access).
- Appointing a member of staff to be our Named Person for medical needs.
- Following Local Authority guidance on supporting CYP with medical conditions.

Emergencies

We are aware that certain medical conditions are serious and potentially life-threatening, particularly if ill-managed or misunderstood.

- We have clear procedures for dealing with medical emergencies, and all staff have a duty to take swift action.
- Instructions on how to call an ambulance are clearly posted by the telephone at the school office.
- If a CYP needs to be taken to hospital, an ambulance will be called. If parents/carers are unavailable, a member of staff will accompany the CYP in the ambulance and meet parents at casualty.
- Health professionals are responsible for medical treatment decisions in the absence of a parent.
- Staff will not transport a CYP to hospital in their own vehicle unless it is an absolute necessity where delay would cause further injury or distress.

First Aiders & Staff Training

- **First Aiders:** Trained first aiders are on site at all times during the school day and are knowledgeable regarding common serious medical conditions. All PE teachers are first aid trained. First aid training is refreshed every two years.
- **Specific Condition Training:** Staff supporting CYP with specific conditions receive training from registered healthcare professionals, guided by Individual Healthcare Plans (IHPs). The Headteacher/Named Person ensures appropriate training is arranged.
- **Competency & Records:** The Office Manager maintains training records. Staff who complete administration records receive direct guidance from the Headteacher. Medical needs arrangements form part of the induction for new staff members.
- **Whole-School Awareness:** All staff receive awareness training for common medical conditions:

- Asthma
- Epilepsy
- Allergic reactions and Anaphylaxis

Administration of Medication at School

- We only administer medication at school when essential and where not doing so would be detrimental to a CYP's health.
- We only accept medication prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber.
- Non-prescribed medication is only accepted if included in an Individual Healthcare Plan (IHP) or authorised by NYC insurance protocols.
- Aspirin will never be given to a child under 16 unless specifically prescribed.
- Written parental permission is required for all medication.
- Emergency pupil medication is kept in blue grab bags on hooks in classrooms for immediate access. Spares are kept near the main office.
- Controlled drugs and general non-carried medicines are stored securely near the main office.

Severe Allergic Reactions, Anaphylaxis, and Auto-Injector Pens (Benedict's Law)

Easingwold Primary School adheres strictly to legal statutory guidance and **Benedict's Law**, ensuring robust protocols are in place to safeguard pupils suffering from severe allergies and anaphylaxis.

Spare Emergency Auto-Injector Pens (AAIs)

- **Storage Location:** The school holds spare, back-up Adrenaline Auto-Injectors (AAIs / auto-injector pens) which are stored centrally at the **Main School Office** in a clearly labelled, unlocked, and immediately accessible location.
- **Usage Eligibility:** Emergency AAIs stored at the main office are available for use on pupils who have been prescribed an AAI, or for whom written parental consent and medical authorization have been provided for emergency spare pen usage.
- **Pupil Prescriptions:** CYP with severe allergies who require an AAI must have their primary prescribed pens readily accessible in their classroom blue grab bags, with back-up pens stored near the main office.
- **Emergency Response:** In the event of a suspected severe allergic reaction or anaphylaxis:
 1. Call **999** immediately for an ambulance, clearly stating "Anaphylaxis".
 2. Administer the pupil's prescribed auto-injector pen without delay. If unavailable or malfunctioning, retrieve the emergency spare auto-injector pen from the **Main Office**.
 3. Continuous observation and emergency first aid must be maintained until ambulance personnel arrive.
 4. Parents/carers must be notified immediately.
- **Maintenance & Checking:** The Office Manager is responsible for checking expiry dates on all emergency auto-injector pens monthly and ensuring expired pens are replaced immediately.

Asthma Management

- A generic asthma plan detailing asthma attack management is displayed in prominent locations.
- The school maintains emergency Salbutamol inhalers and spacers in the medicines cabinet for pupils with an asthma diagnosis whose parents have provided written permission. Parents are informed via standard notification whenever an emergency inhaler is used.

CYP Managing Their Own Needs

We encourage CYP to manage as much of their own health needs as is appropriate. The Headteacher and class teacher, in consultation with parents, determine a child's competence to manage medication. Pupils who do not carry their own medication know where it is stored and how to access it readily.

School Trips

- Staff plan well in advance to seek information regarding medical needs for trips, particularly residential.
- All necessary medication, medical equipment, and IHPs are taken on off-site visits.
- Risk assessments specifically address the management of medical conditions, anaphylaxis, and emergency auto-injector access during trips.

Safe Storage and Disposal

- **Storage:** Medications requiring refrigeration are stored in a dedicated, clearly labelled container in the medical fridge near the front office.
- **Expiry & Collection:** The Office Manager checks expiry dates regularly and writes to parents in advance of medication expiring.
- **Disposal:** Parents are required to collect expired or unused medication. Uncollected medication is taken to a local pharmacy for safe disposal and recorded on the administration log.

Record Keeping

The following records are securely maintained in accordance with NYCC Retention Schedule:

Name of Record	Location	Completed By	Quality Assured By & Frequency
Whole School Administration Record	Main Office	Administering Staff Member	Office Manager / Headteacher (Half-termly)
Individual Administration Record	Main Office	Administering Staff Member	Office Manager / Headteacher (Half-termly)
Staff Training Log (inc. First Aid & AAI)	Main Office	Office Manager	Headteacher (Annually)
School Medical Register & Allergy List	Main Office + Server	Office Manager	Headteacher (Half-termly)

Individual Healthcare Plans (IHPs)

- IHPs are drawn up for CYP with complex medical needs or severe allergies/anaphylaxis.
- IHPs are stored electronically on the school server and reviewed at least annually or when medical needs change.
- SENCO checks IHPs half-termly to ensure correct implementation.

Responsibilities Summary

Headteacher & Governing Body

- Ensure policy alignment with statutory guidance and national frameworks.
- Oversee staff training for medical needs, allergic reactions, and auto-injector administration.
- Ensure supply staff and new starters are briefed on medical needs.

School Staff & First Aiders

- Recognise potential signs and emergency symptoms of severe allergic reactions (anaphylaxis).
- Ensure pupils have immediate access to emergency medication/AAls at all times.
- Know emergency protocols and assist with immediate ambulance contact when necessary.

Parents / Carers

- Inform the school immediately of any medical condition, allergy, or change in prescription.
- Supply the school with in-date, correctly labelled emergency medication and auto-injectors in original packaging.
- Provide written consent for emergency spare auto-injector usage.
- Collect expired medication promptly.

Unacceptable Practice

It is unacceptable practice to:

- Prevent CYP from accessing emergency medication, inhalers, or auto-injectors.
- Delay emergency treatment or ambulance dispatch during an anaphylactic reaction.
- Require parents to attend school to administer routine or emergency medication.
- Prevent pupils from participating in activities or school trips due to medical conditions.

Review Date: September 2028 (*or upon changes to national statutory guidance*)