



# **REGENT PRIMARY SCHOOL**

## **Allergies and Medical Conditions Policy**

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Reviewed by Nurse: August 2022  
Previous Review: August 2020

Approved by the Board:

In order to ensure all staff are aware of the children who suffer from allergies and medical conditions in school, the school nurse should prepare a spreadsheet giving the following information and enter it on the child's profile in Scholarpack:

- Name of the child
- Class
- Medical Condition/Allergy
- Triggers for the condition if any
- Symptoms shown
- Treatment required

This spreadsheet will be color coded into sections and organized in the following manner:

- Red:** Children with allergies/conditions who have medication in school e.g. inhalers, epipens, who may need treatment during the school day and should be closely monitored
- Orange:** Children with allergies/conditions who have daily preventative medication at home but would not keep medication in school or usually need any treatment during the school day
- Black:** Children with mild allergies/conditions who show little or no symptoms symptoms when exposed to certain foods/environmental conditions

The spreadsheet will be shared with all teaching staff specialist teacher room. Photographs of the children colored in red will be placed in the school clinic, with a short summary of each condition and what to do should the child need their medication.

The spreadsheet and pupil profiles will be updated at the beginning of every academic year and then throughout the year as children join the school, or existing medical conditions need amending.

The procedures to be followed by the school nurse are detailed below.

## **MEDICAL FORMS GIVEN TO PARENTS TO COMPLETE ON JOINING THE SCHOOL**

The school nurse will process these forms as follows:

- Medical form received from parent of a new child to the school indicating child has allergy/condition.
- Telephone or request a meeting with the parent to explain the condition further and Any treatments required in school.

If medication is required to be kept in school for the child then proceed as follows:

- Complete an Individual Care Plan with the parents.
- Ask the parents to sign the Care Plan and a consent form for the school to administer medicine to the child if necessary.
- Ensure the parents have a copy of the Medicine in School policy and understand their responsibilities.
- Add the child to the red section of the list of children with allergies/conditions.
- Add a photograph of the child to the list of children in the clinic.
- Ensure the child's class teachers are aware of the condition and that they store the medication in the classroom appropriately. If medication needs to be refrigerated, this must be kept in the school clinic with the nurse.
- File the paperwork in the child's medical file.

If medication is not required to be kept in school for the child then proceed as follows:

- Add the name and details to the relevant section of the medical condition spreadsheet.
- Ensure the child's class teachers are aware of the condition and what to look out for.
- Record that the child suffers from the condition/allergy.
- File the paperwork in the child's medical file.

## **MEDICAL UPDATE FORMS GIVEN IN SEPTEMBER EVERY YEAR**

The school nurse will process these forms as follows:

- Check all update forms against the current medical condition spreadsheet.
- If a condition is recorded, check all the information is accurate and amend or delete where necessary.
- If a condition is not recorded, telephone or request a meeting with the parents for further information and proceed with the procedures detailed above for new students.
- Give the parents a deadline of October half-term to return the update forms and ensure that any forms outstanding, are chased so that the school can be certain they hold accurate and up to date information.