



Ravens Wood School

(Part of the Impact Multi Academy Trust)

Policy Document

Policy Name	Supporting Students with Medical Conditions
Date of Last Review:	Autumn 2025
Date of Next Review:	Autumn 2026
SLT Responsible:	Headteacher
Other staff:	First Aid Staff
Appendices	



**IMPACT** Multi Academy Trust

Registered Office: Hawksbrook Lane, South Eden Park Road, Beckenham, Kent, BR3 3BE

[info@imat.uk](mailto:info@imat.uk) / [www.imat.uk](http://www.imat.uk)

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**Ravens Wood School**  
**(Part of the Impact Multi Academy Trust)**  
Supporting Students with Medical Conditions

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## 2. REVIEW PROCEDURES

The Supporting Students with Medical Conditions Policy for Ravens Wood School is to be reviewed annually by the Headteacher.

## 3. AMENDMENTS

The Policy Document has been amended in light of updated guidance on supporting students with medical conditions, drafted by the Department of Education for maintained schools and proprietors of academies in England. It is the responsibility of the Headteacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	Autumn 2023	Anita Williamson		03.11.23
2	Autumn 2023	Matthew French		03.11.23
3	Autumn 2024	Joanne Marriott		15.10.24
4	Autumn 2025	Helen Sims		15.09.25
5				
6				
7				
8				

#### 4. DISTRIBUTION OF COPIES

Master Copy	Headteacher
Copy One	Bromley Healthcare Nurse / Healthcare professional
Copy Two	All First Aiders
Copy Three	Staff Room – all staff

The Policy Document will be accessible to Parents / Carers and is available on the school website.

#### 5. STATEMENT OF INTENT

The Governors and Headteacher of Ravens Wood School believe that ensuring the health and welfare of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing adequate provision for first aid for students, staff and visitors.
- Ensuring that students with medical needs, including both physical and mental health, are fully supported at school.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (**including supply staff**) are aware of this policy and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the school is appropriately insured and that staff are aware that they are insured to support students in this way.

In the event of illness, a staff member will accompany the student to the student Reception/medical room where necessary. In order to manage their medical condition effectively, the school will not prevent students from eating, drinking or taking breaks whenever they need to.

The school also has a Control of Infections Policy which may also be relevant, and staff should be aware of.

**Name: Melanie Lester - Headteacher**

**Date: Autumn 2025**

## **6. Bromley Healthcare Nurse/ Healthcare Professional**

The school liaises with Bromley Healthcare professionals, including nurses when required for medical advice on conditions, training needs and Healthcare plan advice.

## **7. The First Aid Team**

A list of members of staff in the school who are trained in First Aid are held by the HR Officer and in Chapter 27. Special care and consideration go into selecting who is trained for first aid, and we have First Aiders situated around the site:

### **Trained Staff**

Members of staff who are first aid trained are aware that where a student has permission by his/her parent, medicine can be administered by the student themselves, unless they are unable (ie EpiPen, epilepsy medication)

## **8. First Aid Boxes**

The first aid posts are located in:

- The Student Reception /Medical Room
- A1 – Art Classroom Office
- DT Office – Located in Office
- Science Department –First aid kit in every lab/Central prep room
- PE Office
- Sixth Form Office (AWI office)

## **9. Medication**

Medication is defined as any prescribed or over-the-counter medicine. Students' medication is stored in the School Student Reception/Medical Bay.

## **10. First Aid**

In the case of a student accident, the procedures are as follows:

The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to Student Reception and calls for a first aider.

The first aider administers first aid and records details on the Medical Data Base system.

If the child has had a bump on the head, parents should be notified either via phone call or an advisory email. Full details of the accident are recorded on our Accident/Incident Form, if necessary.

If the child has to be taken to hospital or the injury is 'work' related, then the accident is reported to the School's Health and Safety Officer, to be reviewed.

If the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), then as the employer, the Trust will arrange for this to be done.

### 11. School Insurance Arrangements

The school has public liability cover in place through its membership of the DfE's Risk Protection Arrangement.

### 12. School Visit

In the case of a **residential visit, students and their parents/carers are responsible for supplying adequate medication for the duration of the trip** and a residential first aider will be on hand to administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits** a trained First Aider will carry a travel first aid kit in case of need. All accidents will be recorded on the School Accident/Incident Forms and returned to Reception on return to School.

### 13. Administering Medicines in School

**Non-Prescribed/Prescribed medicines** - may be administered in school where it is deemed essential. Most prescribed medicines can be taken outside of normal school hours and therefore should be taken at home. However, where this is not possible, the student will administer their own medicine at school, under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine. A record of date, time, consent, student name, dosage and First Aider present is recorded on the Medical Tracker under "Medical Use".

If a child refuses to take their medication, staff will accept their decision and inform the Parents/Carers accordingly.

**Medication will not be given to a student** unless a parent/guardian has completed the online form which is located on the school website <https://www.ravenswood.bromley.sch.uk/information/student-information-and-update-forms/> . In all cases, the school must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. All medication should be sent in the original packaging and within the expiry date. Staff will ensure that records are kept of any medication given.

### 14. Storage/Disposal of Medicines

In some cases, children will be allowed to carry their own medicines/relevant devices (diabetic medicine/asthma inhalers) or will be able to access their medicines in the School Student Reception for self-medication, quickly and easily. **Students' medicine will not be locked away out of the students' access; this is especially important on school trips.** They will however, be locked away overnight and during school holidays. It is the responsibility of the school to return medicines that are no longer required, to the parent/carer for safe disposal, or to inform the parent/carer and arrange safe disposal.

**Emergency Asthma inhalers are located around the school site for emergency use, as per the Department of Health's protocol. Parents/Carers of students with asthma are requested to give permission for the school to use the Emergency Asthma Inhaler if needed. Such incidence will be recorded under the medical tracker and courtesy phone call home is made to inform the parent / carer is made.**

### 15. Accidents/Illnesses requiring Hospital Treatment

If a student has an incident which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance, or providing school transport, in order for the student to receive treatment. When an ambulance has been arranged, a staff member will stay with the student until the parent / carer arrives, or accompany a student taken to hospital by ambulance if permitted.

Parents / carers will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents / carers provide the school with up-to-date contact names and telephone numbers.

For non-urgent treatment at hospital, should a parent / carer be unable to collect their child to go to hospital within 30minutes, school staff will gain permission from the parent / carer and 2 members of staff will take the student to hospital (in the school mini bus). One member of staff will endeavor to remain with the student until a parent / carer arrives.

## 16. Defibrillators

Defibrillators are available within the school as part of the first aid equipment. First response First Aiders are trained in the use of defibrillators. **They are located in Student Reception/PE Department/Staff Room/Visitor Reception.**

The local NHS ambulance service has been notified of the location of all defibrillators in the school. They are checked monthly and logged on NHS Ambulance Service Database.

## 17. Students with Special Medical Needs – Individual Healthcare Plans

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals, including the School Nurse if necessary.

This is because some students have medical conditions that, if not properly managed, could limit their access to education. These children may be:

Epileptic, Asthmatic, Diabetic, Sickle Cell

They may also have severe allergies, which may result in anaphylactic shock.

Such students are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities; unless evidence from a clinician/GP state that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on school visits. A risk assessment will be used to take account of any steps needed to ensure that students with medical conditions are included.

The school will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of school life.

However, school staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

An individual health care plan (IHCP) can help schools to identify the necessary safety measures to support students with medical needs and ensure that they are not put at risk. The school appreciates that students with the same medical condition do not necessarily require the same treatment.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents / Carers, and the student if they are mature enough, should give details in conjunction with their child's GP and Pediatrician. The school nurse may also provide additional background information and practical training for school staff.

Procedure that will be followed when the school is first notified of a student's medical condition

- Obtain Medical verification
- Liaise with Bromley School Nurse for advice and guidance
- Arrange a meeting with parent/school Medical Coordinator and Head of Year to discuss "care plan action"

Once care plan is drafted and agreed to be signed by all parties and filed on BromCom and staff to be notified. Care plans are reviewed annually.

This will be in place in time for the start of the relevant school term for a new student starting at the school or no longer than two weeks after a new diagnosis, or in the case of a new student moving to the school, mid-term.

## **18. Nut Aware School**

A reminder that our school endeavours, as far as possible, to be a nut-free school, this includes sesame seeds and mustard products. We have quite a number of students in school who have severe nut allergies and can be seriously affected by someone else who is eating – or may have recently eaten – nuts. Even if you eat a product containing nuts, this can have a serious effect on a student later in the classroom.

Disclaimer: Although we strive to be a nut-free school, it is impossible to provide an absolute guarantee that no nuts will be brought onto the premises

## **19. Recognising students and staff with religious beliefs**

Where the school is aware of students and staff with religious beliefs that may affect them medically, these are noted on the School Information Management system (BromCom), in the medical notes section, to ensure appropriate actions are taken in the event of a medical emergency; examples include, but are not limited to:

- ☐ Jehovah's Witnesses
- ☐ Ramadan fasting
- ☐ Yom Kippur fasting

## **20. Request for an Ambulance**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number: 01689 856050

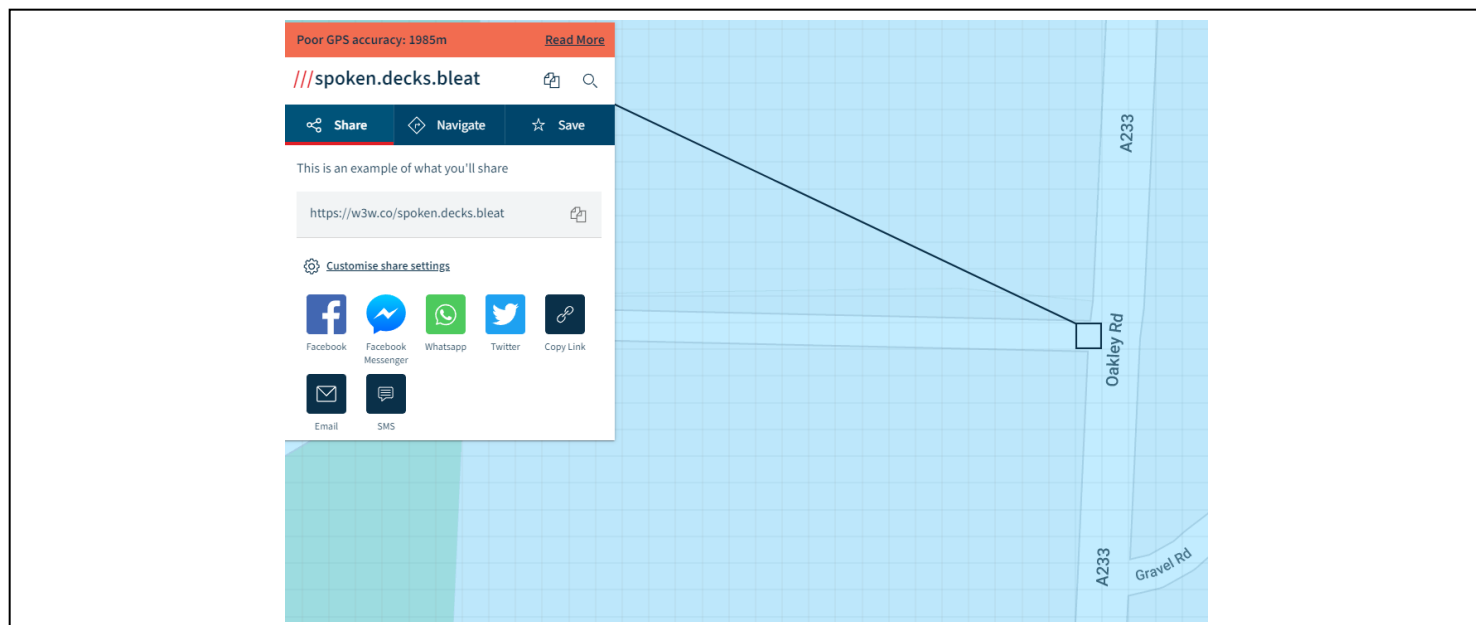
Give your location as follows: Oakley Road, Bromley, Kent

3. State that the postcode is: BR2 8HP
4. Give exact location in the school
5. Give your name:
6. Give name of child and a brief description of child's symptoms

Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty. Speak clearly and slowly and be ready to repeat information if asked. Put a completed copy of this form by the telephone



What Three W



**Ravens Wood School, Oakley Road, Bromley, Kent, BR2 8HP Telephone:**  
**01689 856050**

**Facsimile: 01689 869948 E-mail: [office@rws.uk.net](mailto:office@rws.uk.net) Web: [www.ravenswood.bromley.sch.uk](http://www.ravenswood.bromley.sch.uk)**

Records location below as this is often what the London Ambulance Service use to locate

21. Healthcare Plan – These forms are completed online but request the info as outlined below;

### **HEALTHCARE PLAN**

<b>CHILD'S NAME</b>			<b>FORM:</b>
<b>DATE OF BIRTH</b>		<b>NHS No:</b>	
<b>ADDRESS POST CODE</b>		<b>EMAIL:</b>	

### **EMERGENCY CONTACTS**

<b>NAME</b>	<b>RELATIONSHIP TO CHILD</b>	<b>HOME NO:</b>	<b>MOBILE NO:</b>
1			
2			

**MEDICAL DIAGNOSIS or CONDITION:**

--

**COMMON SYMPTOMS:**

--

**PROBLEM/NEED/CARE REQUIRED**

--

### **Medication**

<b>Name of Medication</b>	<b>Form of Medication e.g. Liquid</b>	<b>Dose</b>	<b>Times of Administration</b>	<b>Administer Location and Named Person</b>

**Medication is:**

--


Carried by student Yes/No	Kept in Reception Yes/No	Not Required Yes/No
<p><b><u>Emergency Action for the student, and the action to be taken if this occurs:</u></b></p>		
<p><b><u>Parental agreement:</u></b></p> <p>I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.</p>		
<p><b><u>Consent For use of Emergency Salbutamol Inhaler</u></b></p> <p>I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler. YES/NO (please delete as appropriate)</p> <p>My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day. YES/NO (please delete as appropriate)</p> <p>In the event of my child displaying symptom's of asthma, if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by Ravens Wood School. YES/NO (please delete as appropriate)</p>		
<p><b><u>Conditions Requiring the Use of an EpiPen</u></b></p> <p><b><u>I can confirm that my child requires the use of an EpiPen</u></b></p>		
<p><b><u>Medical Documentation</u></b></p> <p>Please provide copies of any relevant documentation related to your child's condition, including a healthcare plan from a consultant or the NHS. Alternatively, please post to: <b>Medical Co-Ordinator, Ravens Wood School, Oakley Road, Bromley, Kent BR2 8HP</b></p>		
<b>Parent/Carer Name:</b>	<b>Signed:</b>	<b>Date:</b>

22. Parental Agreement to Administer Medicine – these forms can be completed online and request the following information;

## Consent form for Prescribed and Non – Prescription

### (Over the counter) Medicines

**Ravens Wood School will not be able to give medicine to your child, that has been provided by you, unless the form below is completed and signed. This is now a link on the school website: [Ravens Wood School - Medicines](#)**



Ravens Wood School - Medicines

1

2

3

4

WelcomeStudentMedicinesConfirmation

Welcome to Ravens Wood School's Online Consent Form for Prescribed and Non-Prescribed (over the counter) Medicines

In addition to this Welcome page, this form consists of 3 mandatory pages that will need to be completed.

Although you will be able to fill in this form from a mobile phone, this form works best when viewed on a larger device (computer/laptop/tablet).


Please note this form includes signature fields; these can be completed by either drawing with your mouse or by using your touchscreen.

For more information on how Ravens Wood School stores and processes your data please refer to the Privacy Notices page on our website: <https://www.ravenswood.bromley.sch.uk/privacy-policy/>

Ravens Wood School will not be able to give medicine to your child, which has been provided by you, unless this form is completed and signed.

Next

1/4



Ravens Wood School - Medicines

1

2

3

4

WelcomeStudentMedicinesConfirmation

Student Details

Child's Name \*

Legal First Name

Legal Surname

Form \*

Daytime Telephone Number of Parent/Carer \*

Confirm Phone Number


Medical Condition or Illness \*

Name of Child's Doctor and Surgery \*

Back

Next

2/4



Ravens Wood School - Medicines

1

2

3

4

WelcomeStudentMedicinesConfirmation

Medication Details

Medication


+

Add

Back

Next

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Ravens Wood School - Medicines

1

2

3

4

WelcomeStudentMedicinesConfirmation

Confirmation

☐ I give consent for Ravens Wood School Staff to administer medicine in accordance with the School's policy. \*

☐ I will inform the school immediately, in writing, if there is any change to the dosage or frequency of the medication or, if the medicine is to be stopped. \*

☐ I confirm that I have read and understood all information throughout this form and have entered all information, including consent, accurately. \*

Signature \*

Name of Signatory \*

Clear

First Name

Surname

Data Protection Act 1998 / General Data Protection Regulation (GDPR) from 25th May 2018: The school is registered as a Data Controller for holding personal data. The school has a duty to protect this information and to keep it up to date. For detailed information on the data we hold, how we use it and who we share this data with, please read our Privacy Notices which are available on the school website.

**To Complete the Form**  
Before completing, please ensure you have carefully checked all information provided as you will not be able to make any changes once submitted.  
When ready, please enter the verification code and then click the I'm finished button. If there are any errors you will be asked to correct them prior to submission.

Verification Code \*

Back

I'm finished

4/4

## 23. Emergency instruction for an allergic reaction – EpiPen

**bsaci**  
improving allergy care  
through education, training and research

# ALLERGY ACTION PLAN

**RCPCH**  
Royal College of Paediatrics and Child Health

**Anaphylaxis Campaign**  
**AllergyUK**

**This child has the following allergies:**

---

**Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

Photo

### ● Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

<p><b>A AIRWAY</b></p> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul>	<p><b>B BREATHING</b></p> <ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul>	<p><b>C CONSCIOUSNESS</b></p> <ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul>
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**IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:**

- 1 Lie child flat with legs raised** (if breathing is difficult, allow child to sit)
- 2 Use Adrenaline autoinjector without delay** (eg. EpiPen®) (Dose: . . . mg)
- 3 Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")**

**\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\***

**AFTER GIVING ADRENALINE:**

1. Stay with child until ambulance arrives, **do NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjectable device, if available.

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

**Mild/moderate reaction:**

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

**Action to take:**

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- **Give antihistamine:** \_\_\_\_\_ (If required, can repeat dose)
- Phone parent/emergency contact

**Emergency contact details:**

1) Name: \_\_\_\_\_

2) Name: \_\_\_\_\_

**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)

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**How to give EpiPen®**

- 1** PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"
- 2** Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"
- 3** PUSH DOWN HARD until a click is heard or felt and hold in place for **3 seconds**. Remove EpiPen.

**Additional instructions:**

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer


This is a medical document that can only be completed by the child's healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and NOT in the luggage hold. This action plan and authorisation to travel with emergency medications has been prepared by:

Sign & print name: \_\_\_\_\_



Hospital/Clinic: \_\_\_\_\_

Date: \_\_\_\_\_

## 24. Emergency instruction for an allergic reaction - Jext



# ALLERGY ACTION PLAN

This child has the following allergies:

**Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

Photo

### ● Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY**

<b>A AIRWAY</b> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Hoarse voice</li> <li>• Difficulty swallowing</li> <li>• Swollen tongue</li> </ul>	<b>B BREATHING</b> <ul style="list-style-type: none"> <li>• Difficult or noisy breathing</li> <li>• Wheeze or persistent cough</li> </ul>	<b>C CONSCIOUSNESS</b> <ul style="list-style-type: none"> <li>• Persistent dizziness</li> <li>• Pale or floppy</li> <li>• Suddenly sleepy</li> <li>• Collapse/unconscious</li> </ul>
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IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1** Lie child flat with legs raised (if breathing is difficult, allow child to sit)
- 2** Use Adrenaline autoinjector without delay (eg. Jext®) (Dose: \_\_\_\_\_ mg)
- 3** Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\*

AFTER GIVING ADRENALINE:

1. Stay with child until ambulance arrives, **do NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjectable device, if available.

You can dial 999 from any phone, even if there is no credit left on a mobile. Medical observation in hospital is recommended after anaphylaxis.

### ● Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action to take:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine: \_\_\_\_\_ (If vomited, can repeat dose)
- Phone parent/emergency contact

### Emergency contact details:

1) Name: \_\_\_\_\_

2) Name: \_\_\_\_\_

**Parental consent:** I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline autoinjector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI in schools

Signed: \_\_\_\_\_


Print name: \_\_\_\_\_

Date: \_\_\_\_\_


For more information about managing anaphylaxis in schools and "spare" back-up adrenaline autoinjectors, visit: [sparepensinschools.uk](http://sparepensinschools.uk)

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### How to give Jext®




**1**  
Form fist around Jext® and PULL OFF YELLOW SAFETY CAP



**2**  
PLACE BLACK END against outer thigh (with or without clothing)



**3**  
PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds



**4**  
REMOVE Jext®. Massage injection site for 10 seconds

### Additional instructions:

If wheezy, GIVE ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer

This is a medical document that can only be completed by the child's healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand luggage or on the person, and NOT in the luggage hold. This action plan and authorisation to travel with emergency medications has been prepared by:

Sign & print name: \_\_\_\_\_

Hospital/Clinic: \_\_\_\_\_

Date: \_\_\_\_\_



## 25. School Asthma Card

# School Asthma Card

**To be filled in by the parent/carer**

Child's name

Date of birth

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year. Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

**Reliever treatment when needed**

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

**Expiry dates of medicines**

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

## ASTHMA QUESTIONS?

Ask our respiratory nurse specialists  
Call 0300 222 5800  
WhatsApp 07378 606 728  
(Monday-Friday, 9am-5pm)  
[AsthmaAndLung.org.uk](http://AsthmaAndLung.org.uk)

**What signs can indicate that your child is having an asthma attack?**

**Does your child tell you when they need medicine?**  
Yes ☐ No ☐

**Does your child need help taking their asthma medicines?**  
Yes ☐ No ☐

**What are your child's triggers (things that make their asthma worse)?**

Pollen ☐ Stress ☐  
Exercise ☐ Weather ☐  
Cold/flu ☐ Air pollution ☐

**If other please list**

**Does your child need to take any other asthma medicines while in the school's care?**  
Yes ☐ No ☐

**If yes please describe**

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>


**Dates card checked**

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

**Actions to take if a child is having an asthma attack**

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance**.
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately**.



Asthma and Lung UK, a charitable company limited by guarantee with company registration number 0863614, with registered charity number 326730 in England and Wales, SC038415 in Scotland, and 1177 in the State of Mass. Last reviewed and updated 2020, next review 2023

## 26. Accent Catering Nut Policy



### **Food Safety Policy Statement**

The Company is committed to providing food for our clients and customers which is safe to eat and meets their quality expectations. It recognises and accepts its responsibility to comply with the food safety requirements of current legislation and industry standards.

The Company has developed and adopted food safety policies and procedures that meet legal requirements and industry best practice to achieve its objectives.

The Company acknowledges that successful implementation of this policy requires full commitment from all levels of management and employees, and requires that:

- All employees are provided with the information and training necessary to enable them to perform their tasks in a hygienic manner.
- All employees accept responsibility for ensuring that when performing tasks, they do so in a hygienic manner so that the safety, soundness and wholesomeness of the food they process is not put at risk.
- All employees co-operate with management or any other authorised person to ensure that statutory obligations are properly complied with.

The company recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. The following arrangements promote such a culture:

- The Company will measure its performance in relation to food safety by audit and by investigation of incidences of ill health or injury.
- The Company food safety policy will be subject to continuous review and revision particularly when changes to legislation or technical knowledge occur.

The Company recognises that the prevention of food poisoning and the promotion of excellence in food service brings tangible benefits to our workforce, clients and customers and contributes to good business practice.

Detailed organisational arrangements and food safety responsibilities for all levels of management are contained in each site food safety manual, Dimensions.

**Ian Crabtree**  
Managing Director  
Accent Catering Services Ltd





TO THE BEST  
*of our ability,*  
 this is a  
**NUT**  
 FREE SCHOOL.  
 HOWEVER, *we*  
*cannot guarantee*  
*that all of our food*  
 ingredients have  
*been prepared in a*  
**NUT FREE**  
**ENVIRONMENT!**

We will always highlight the following allergens on our menus:

Ce = Celery  
 Cr = Crustacean  
 E = Eggs

F = Fish  
 G = Cereals containing Gluten  
 L = Lupin

Mk = Milk  
 Mo = Molluscs  
 Mu = Mustard

N = Nuts  
 P = Peanuts  
 Se = Sesame Seeds

So = Soya  
 Su = Sulphur Dioxide

Accent Catering understands that food allergens can present serious problems for some of our pupils who eat within our dining facilities.

**As a business:**

- We monitor all of our ingredients through an approved online system
- Recipes are cross referenced with this online system prior to production
- Packaging is checked on delivery to ensure ingredients / allergens match to the online system
- We display allergen contents where appropriate on our menus
- Customer's are encouraged to ask if they are uncertain of the contents of any dish
- All records are kept close to the point of service and can be evidenced if customer's need re-assurance
- All of our staff are trained to recommended FSA standards, refreshed termly and annually
- We also work with Coeliac UK to ensure our teams are aware on how to minimise cross contamination when preparing gluten diets
- We do not order nuts of any sort in our kitchens. We do not intentionally use any products that contains nuts or nut derivatives within our school menus

Whilst we go to great lengths to ensure we can provide meals safely which do not include the nominated allergens as we cook all our food from fresh, we cannot guarantee that dishes do not contain traces of allergens, as they may be served or prepared in the same areas as nominated allergens.

For example, Accent Catering does not use nuts in any of the food that we prepare and serve. We are however unable to guarantee that dishes/products served are totally free from nuts / nut derivatives. This is because, ingredients, for example, croissant, may be made in a factory containing nuts, bread may be baked in a factory handling nuts, or some production lines may have machines lubricated with nut oil.

We make every effort to keep up to date with new products and changes in products to ensure to the best of our knowledge that we adhere to this.



## **27. Useful Contacts**

### **Allergy UK**

Allergy Help Line: (01322) 619864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

### **The Anaphylaxis Campaign**

Helpline: (01252) 542029

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk) and [www.allergyinschools.co.uk](http://www.allergyinschools.co.uk)

### **Association for Spina Bifida and Hydrocephalus**

Tel: (01733) 555988 (9am to

5pm) Website: [www.asbah.org](http://www.asbah.org)

**Asthma UK** (formerly the National Asthma Campaign) Adviceline: 08457 01 02 03 (Mon-Fri 9am to 5pm) Website: [www.asthma.org.uk](http://www.asthma.org.uk)

### **Council for Disabled Children**

Tel: (020) 7843 1900

Website: [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

### **Contact a Family**

Helpline: 0808 808 3555

Website: [www.cafamily.org.uk](http://www.cafamily.org.uk)

### **Cystic Fibrosis Trust**

Tel: (020) 8464 7211 (Out of hours: (020) 8464

0623) Website: [www.cftrust.org.uk](http://www.cftrust.org.uk)

### **Diabetes UK**

Careline: 0845 1202960 (Weekdays 9am to

5pm) Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Department for Education and Skills**

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

### **Department of Health**

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

### **Disability Rights Commission (DRC)**

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: [www.drc-gb.org](http://www.drc-gb.org)

### **Epilepsy Action**

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm) Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Health and Safety Executive (HSE)**

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm) Website: [www.hse.gov.uk](http://www.hse.gov.uk)

**Health Education Trust**

Tel: (01789) 773915  
Website: [www.healthedtrust.com](http://www.healthedtrust.com)

**Hyperactive Children's Support Group**

Tel: (01243) 551313  
Website: [www.hacsg.org.uk](http://www.hacsg.org.uk)

**MENCAP**

Telephone: (020) 7454 0454  
Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**National Eczema Society**

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm) Website: [www.eczema.org](http://www.eczema.org)









**National Society for Epilepsy**

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm) Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)


**Psoriasis Association**



Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm) Website: [www.psoriasis-association.org.uk/](http://www.psoriasis-association.org.uk/)

## 28. FIRST AID AND DEFIBRILLATOR TRAINED STAFF

<u>NAME OF STAFF</u>	<u>DEPARTMENT</u>	<u>FIRST AID TRAINED CERTIFICATED ON:</u>	<u>PHOTO</u>
Mrs M Vowell	Student & Main Reception 2229	25/09/2023	
Mrs L Turrell	Main Office 2227	20/06/2024	
Mr W Jones	DT 2172	20/06/2024	
Mrs J Marriott	Headteacher PA 2183	20/06/2024	
Mr N Freds	PE 2204/2144	27/06/2025	
Mr S Pillow	PE 2204/1165	27/06/2025	
Mr L Begam	PE 2204/1165	27/06/2025	
Mr M Lovell	PE 2204/1165	27/06/2025	

Mr J Griffiths	PE 2204/1165	27/06/2025		
Mr G Mosedale	PE 2204/1165	13/02/2025		
Mr T Beaumont	PE 2204/1165	13/02/2025		
Mr A Dearden	PE 2204/1165	13/02/2025		
Mr A Rees	DT 1169	27/06/2025		
Mrs H Sims	Deputy Headteachers PA 2218	29/07/2028		
Mrs A Williamson	Sixth Form Office 2233	15/07/2028		
Mrs S Harding	Wellbeing 2155	23/11/2023		
Miss J Sharp	Caretaker 2196/1011	27/06/2025		

Miss A Hemetsberger	MFL 2170	20/11/2024		
Mr D Jarrett	Caretaker 2196/1011	27/06/2025		

Mrs M Mahanehru	Prep Room 2188	27/06/2025		
Mrs K McNally	Prep Room 2188	27/06/2025		
Mrs Khatija Shaik	Prep Room 2188	27/06/2025	