Medical, Allergy and Dietary Procedures at BDS

What information do we hold in school?

When a child starts in school the parents/carers notify school in the admissions paperwork that their child has medical needs or a food allergy. School will arrange a meeting with the parents/carers, the school business manager (SBM) and class teacher/headteacher to complete an Individual Health Care Plan (IHCP) and Emergency Procedures.

If a child requires medication to be kept in school as part of the plan, parents/carers will complete a medical consent form and school will store medicines in the school office in a container individually labelled for that child.

Any specific risk assessments relating to a child with an IHCP will be kept with the child's IHCP.

Information regarding medical conditions and allergies will be added to the student database, Scholar Pack.

Who should know about IHCPs?

All staff in school should know about every child's IHCP.

Where will I find the information?

A list of children with IHCPs and emergency procedures AND all the actual IHCPs are kept:

- In the child's class register,
- On the noticeboard in the staff room,
- In the child's paper file in the school office.

All teachers can access student information on Scholar Pack.

A print out from Scholar Pack of **all** children with medical conditions and allergies is kept in the school office and in the school kitchen.

When and how does the information get updated?

IHCPs are updated on an annual basis or if the parents/carers have notified school about a change in a child's medical condition. This will be in a face to face meeting with the parents/carers, the school business manager (SBM) and class teacher/headteacher.

New Staff

As part of the Induction, new staff will be made aware of the IHCPs and Emergency Procedures in place and given a copy of the list of IHCP children.

Existing Staff

At the start of term on the INSET day, the headteacher provides an overview of the children with IHCPs.

It is the responsibility of all staff to make themselves aware of any medical conditions of the new children in their class from the IHCPs. The above applies if a child moves classes.

Staff should talk with the previous class teacher to share any good practice regarding the management of the medical conditions and anything that needs adding to the IHCP.