MEDICAL NEEDS, MEDICATION AND ALLERGY SAFETY POLICY

Providing safe care. Managing medical needs.
Protecting every pupil.



RIVERSIDE BRIDGE SCHOOL

INSPIRE, EMPOWER, ACHIEVE

This policy forms part of the Riverside Bridge School Policy Framework
and should be read alongside any related policies, procedures and guidance.

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

OUR COMMITMENT

At Riverside Bridge School, every policy reflects our commitment to creating a safe, inclusive and ambitious school community in which every pupil is valued, every voice matters and every family is respected and supported.

Our policies translate our values into consistent practice. They support high expectations, clear responsibilities, effective partnership and informed decision-making, ensuring that the needs, rights, wellbeing and future outcomes of our pupils remain at the heart of our work.

We work collaboratively, act with integrity and continually reflect upon and improve our practice to achieve the best possible outcomes for every pupil.

POLICY PRINCIPLES

Our Policy Principles underpin how we work together and guide the decisions and actions we take to support every pupil and their families.



POLICY PURPOSE & FRAMEWORK

Riverside Bridge School policies set out the expectations, responsibilities and approaches that support safe, consistent and high-quality practice across the school. They translate our values, statutory responsibilities and professional expectations into clear guidance for everyday decision-making and practice.

Each policy forms part of the Riverside Bridge School Policy Framework and should be read alongside any related policies, procedures, statutory guidance and school frameworks referenced within the document.

Policies apply to the members of the school community identified within each document, including staff, governors, parents and carers, volunteers, contractors and other professionals where relevant. Everyone is expected to understand and apply the requirements appropriate to their role and to seek further guidance where clarification is required.

CURRICULUM DRIVERS



Our Drivers provide a shared golden thread across curriculum, school life, policy and leadership, helping ensure that our decisions and practice remain focused on the experiences and futures we want for every pupil.

STATEMENT OF INTENT

This policy sets out Riverside Bridge School's approach to supporting pupils with medical conditions, administering medication and maintaining allergy safety. It establishes the responsibilities, safeguards and arrangements required to ensure that healthcare is delivered safely, consistently and in a way that enables pupils to access education, participate fully in school life and develop increasing independence.

At Riverside Bridge School, healthcare is an integral part of safeguarding, inclusion and educational provision. As a specialist school for pupils with complex learning, communication, sensory, physical and medical needs, we recognise that pupils may experience multiple and interacting health needs and may communicate pain, discomfort or deterioration through changes in communication, regulation, engagement, sensory responses or physical presentation rather than through spoken language.

Our approach is person-centred and informed by professional healthcare advice. Medical support is planned around each pupil's individual needs, communication profile and level of independence, with appropriate Individual Healthcare Plans, emergency arrangements, reasonable adjustments and risk assessments in place where required.

The safe administration of medication and delivery of healthcare procedures depend upon clear accountability, appropriate training, assessed competency and effective record keeping. Staff will only undertake healthcare responsibilities for which they have received appropriate training and authorisation, and the school will maintain systems for monitoring medication, emergency arrangements, incidents, errors and near misses.

Allergy safety forms an integral part of the school's healthcare arrangements. Riverside Bridge School will maintain an allergy-aware environment, identify and manage individual risks, ensure appropriate emergency medication is immediately accessible and provide staff with the knowledge and training required to recognise and respond to allergic reactions and anaphylaxis.

The administration of medication and wider healthcare provision form part of Riverside Bridge School's safeguarding framework and should be read alongside the Safeguarding and Child Protection Policy, where expectations around recording, oversight, escalation and professional curiosity are established.

Our responsibilities to pupils and the school community

Riverside Bridge School will:

- ensure pupils with medical conditions can access education and wider school life safely and inclusively;
- maintain effective Individual Healthcare Plans and emergency arrangements where required;
- ensure medication is stored, administered, recorded and monitored safely;
- maintain immediately accessible emergency medication where required;
- provide appropriate training, competency assessment and authorisation for staff undertaking healthcare responsibilities;
- identify and manage allergy risks and maintain effective anaphylaxis arrangements;
- make reasonable adjustments in response to individual medical needs;
- work collaboratively with pupils, families and healthcare professionals;
- monitor incidents, errors and near misses and use learning to strengthen practice;
- maintain appropriate healthcare records and information-sharing arrangements;
- ensure healthcare concerns that may indicate a safeguarding risk are identified and escalated appropriately.

Through these commitments, Riverside Bridge School aims to ensure that every pupil receives safe, co-ordinated and person-centred healthcare that supports their health, dignity, participation and access to education. We will continue to strengthen our healthcare and allergy safety arrangements through effective partnership, professional learning, robust oversight and continual improvement.

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

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APPROVED BY: Governing Board

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Section 01

INTRODUCTION

Putting health first. Enabling participation. Protecting wellbeing.

Riverside Bridge School is committed to ensuring that every pupil with a medical condition receives safe, effective, timely and person-centred healthcare, enabling them to access education safely, participate fully in school life and achieve the best possible outcomes.

We recognise that supporting pupils with medical conditions is not solely a healthcare responsibility but forms an integral part of the school's safeguarding, inclusion and educational responsibilities. Effective medical care enables pupils to attend school regularly, engage in learning, participate in enrichment opportunities and develop increasing independence while ensuring their health, dignity and wellbeing are protected.

As a specialist school for pupils with autism and complex special educational needs and disabilities (SEND), we recognise that many of our pupils experience multiple and interacting medical, developmental, sensory and communication needs.

Pupils may be unable to communicate pain, discomfort or changes in their health using spoken language and may instead communicate through c changes in communication, regulation, interaction, engagement, appetite, sleep, sensory responses or physical presentation.

Medical deterioration may therefore present differently from neurotypical pupils and requires staff to know each pupil well, recognise subtle changes and exercise professional curiosity.

The school recognises that many pupils require ongoing healthcare support throughout the school day, including the administration of medication, emergency interventions, epilepsy management, diabetes management, gastrostomy feeding, catheterisation, suction, oxygen therapy, moving and handling, intimate care and other individually prescribed healthcare procedures.

These procedures enable pupils to access education safely and are delivered only by appropriately trained, competent and authorised staff.

Medical care at Riverside Bridge School operates within a robust governance framework that promotes safe practice, clear accountability, effective record keeping, regular competency assessment and continuous quality assurance.

The school works in close partnership with parents and carers, health professionals, community nursing teams, therapists, local authorities and other agencies to ensure that healthcare arrangements remain current, proportionate and responsive to each pupil's changing needs.

The school is also committed to providing an allergy-aware environment that minimises the risk of allergic reactions while enabling pupils with allergies, including those at risk of anaphylaxis, to participate safely in every aspect of school life. Allergy management forms an integral part of this policy and reflects current statutory guidance and national requirements relating to allergy safety within schools.

Where healthcare concerns indicate a potential safeguarding risk, these will be managed in accordance with the Safeguarding and Child Protection Policy. Concerns arising from medication administration, repeated refusal of medication, deterioration in health, allergy incidents, medication errors, unexplained injuries, repeated failure to provide prescribed medication from home or failures to follow agreed healthcare plans may constitute safeguarding concerns and will be managed in accordance with the Safeguarding and Child Protection Policy.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions procedures, Safeguarding and Child Protection Policy, First Aid Policy, Intimate Care Policy, Attendance Policy, Positive Support Policy, Restrictive Physical Intervention Policy and other policies that contribute to the school's wider safeguarding and healthcare framework.

Section 02

LEGISLATION AND STATUTORY GUIDANCE

Meeting our duties. Following guidance. Maintaining safe practice.

This policy has been developed in accordance with the requirements of the Children and Families Act 2014, the Equality Act 2010, the Health and Safety at Work etc. Act 1974, the Human Medicines Regulations 2012, the SEND Code of Practice (2015), and other relevant legislation relating to supporting children and young people with medical conditions in educational settings.

The policy reflects the statutory guidance Supporting pupils at school with medical conditions issued by the Department for Education and has regard to Keeping Children Safe in Education (2026), Working Together to Safeguard Children (March 2026), and relevant guidance issued by the Department of Health and Social Care, NHS England and professional healthcare bodies.

Riverside Bridge School recognises that supporting pupils with medical conditions is an integral part of safeguarding and promoting the welfare of children. Medical care arrangements are therefore implemented alongside the school's wider safeguarding responsibilities to ensure that pupils receive safe, co-ordinated and person-centred support.

The school also recognises the strengthened statutory framework for allergy safety within schools. This policy reflects the requirements introduced through the Children's Wellbeing and Schools Act 2026, commonly referred to as Benedict's Law, and the associated statutory guidance applying from the 2026/27 academic year. Riverside Bridge School will continue to review and update its arrangements in response to changes in legislation, statutory guidance and Department for Education requirements.

The Governing Board and Partnership Learning are responsible for ensuring appropriate arrangements are in place to support pupils with medical conditions, including the safe administration of medication, the management of allergies, emergency healthcare, staff training, individual healthcare planning, record keeping, governance and regular policy review.

Statutory Framework

This policy has been developed with reference to the following legislation and statutory guidance.

Primary legislation

- Children and Families Act 2014 (including Section 100 – Supporting Pupils with Medical Conditions)

- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Human Medicines Regulations 2012
- Misuse of Drugs Act 1971
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (where applicable)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Statutory Guidance

- Supporting pupils at school with medical conditions (Department for Education)
- Keeping Children Safe in Education (2026)
- Working Together to Safeguard Children (March 2026)
- Special Educational Needs and Disability Code of Practice: 0-25 years (2015)

Professional Guidance

- NICE guidance relating to medicines optimisation and medicines administration
- NHS England guidance relating to long-term medical conditions
- UK Health Security Agency infection prevention guidance
- Resuscitation Council UK guidance
- Relevant Royal College and professional body guidance where applicable

Allergy safety

The school has also had regard to the statutory requirements and guidance relating to allergy safety applying from the 2026/27 academic year, including requirements relating to whole-school allergy management, staff awareness and training, individual healthcare planning, emergency preparedness, incident reporting and learning from incidents and near misses.

Section 03

PRINCIPLES

Putting pupils first. Providing safe care. Promoting inclusion.

The following principles underpin all medical care arrangements at Riverside Bridge School and guide the school's approach to supporting pupils with medical conditions, administering medication and managing healthcare needs.

The welfare, health and safety of every pupil is paramount.
All decisions relating to medical care will place the health, safety, dignity and wellbeing of the pupil at the centre of decision-making. Medical support will always be delivered in a manner that promotes the pupil's best interests while enabling them to access education safely and participate as fully as possible in school life.

Every pupil has the right to access education regardless of their medical condition.
No pupil will be denied access to education, educational visits, enrichment activities or wider school life because they have a medical condition, provided that appropriate risk assessments, healthcare arrangements and reasonable adjustments can be implemented safely. The school will make reasonable adjustments in accordance with the Equality Act 2010 and the SEND Code of Practice to ensure pupils with medical conditions are not placed at a substantial disadvantage compared with their peers.

Medical care forms part of safeguarding.
The school recognises that supporting pupils with medical conditions is an integral part of safeguarding and promoting the welfare of children. Concerns arising from medication administration, repeated medication refusal, deterioration in health, allergy incidents, medication errors, unexplained injuries, repeated failure to provide prescribed medication from home or failures to follow agreed healthcare plans may indicate wider safeguarding concerns and will be managed in accordance with the Safeguarding and Child Protection Policy.

Medical care is person-centred.
Every pupil's healthcare needs are unique. Medical support will be planned around the individual pupil's diagnosed medical condition, communication profile, sensory needs, developmental stage, level of independence, emotional regulation, family circumstances and professional advice. Where appropriate, Individual Healthcare Plans (IHPs), risk assessments and emergency healthcare plans will be developed collaboratively with parents/carers and relevant health professionals.

Autism and communication differences influence medical presentation.

As a specialist autism school, Riverside Bridge School recognises that many pupils may communicate pain, illness, discomfort or distress differently. Changes in emotional regulation, communication, appetite, sleep, sensory presentation, engagement or physical presentation may indicate an underlying medical need. Staff are expected to know the pupil well, recognise changes from their usual presentation and exercise professional curiosity when concerns arise.

Medical care will only be delivered by appropriately trained and competent staff.

Medication administration, clinical procedures and emergency interventions will only be undertaken by staff who have received appropriate training, demonstrated competence and been authorised by the school. Training will be refreshed regularly and whenever healthcare procedures or individual pupil needs change.

Partnership working is essential.

Effective medical support depends upon strong partnership working between the school, parents and carers, NHS professionals, community nursing teams, therapists, local authorities and other relevant agencies. Parents and carers remain responsible for ensuring that medication supplied to school is correctly labelled, within its expiry date and accompanied by the necessary documentation. The school will work collaboratively with families to ensure healthcare arrangements remain safe, effective and responsive to changing needs.

Allergy safety is everyone's responsibility.

The school is committed to providing an allergy-aware environment that minimises the risk of allergic reactions while promoting inclusion and participation. All staff share responsibility for recognising allergy risks, following Individual Healthcare Plans, responding appropriately to allergic reactions and reporting incidents or near misses in accordance with school procedures.

Safe systems and continuous improvement.

The school operates robust governance arrangements to ensure the safe management of medical care. Medication administration, healthcare plans, emergency medication, allergy management, staff competency, incidents, medication errors and near misses are regularly monitored, audited and reviewed to identify learning, strengthen practice and continuously improve the quality and safety of healthcare provision.

Section 04

AIMS

Supporting health. Reducing risk. Enabling education.

The aims of this policy reflect Riverside Bridge School's commitment to providing safe, inclusive and person-centred healthcare that enables every pupil to access education and participate fully in school life. These aims underpin the school's operational procedures, governance arrangements and partnership working with families and healthcare professionals.

This policy aims to ensure that Riverside Bridge School:

- provides a safe, effective and inclusive environment in which pupils with medical conditions can access education, participate fully in school life and achieve the best possible outcomes.
- ensures that pupils with medical conditions receive timely, person-centred healthcare that is planned, co-ordinated and delivered in partnership with parents/carers, healthcare professionals and other relevant agencies.
- promotes the health, safety, dignity, wellbeing and independence of every pupil by providing appropriate medical support, reasonable adjustments and individualised healthcare arrangements that reflect each pupil's needs.
- maintains robust systems for the safe administration of medication, emergency healthcare, allergy management and clinical procedures, ensuring that these are undertaken only by appropriately trained, competent and authorised members of staff.
- ensures that all staff understand their responsibilities for supporting pupils with medical conditions, recognising medical emergencies, responding appropriately to health concerns and following agreed healthcare procedures.
- provides an allergy-aware environment that minimises the risk of allergic reactions, promotes inclusion and prepares the school for statutory allergy safety requirements, including those relating to anaphylaxis.
- maintains effective Individual Healthcare Plans (IHPs), emergency healthcare plans and risk assessments that are regularly reviewed and reflect current medical advice, the pupil's changing needs and the views of parents/carers and healthcare professionals.
- ensures that medication incidents, medical emergencies, allergy incidents, near misses and medication errors are recorded, reviewed and used to strengthen systems, improve practice and reduce risk.

- supports pupils, where developmentally appropriate, to develop increasing understanding, confidence and independence in managing aspects of their own healthcare while ensuring that appropriate supervision and safeguarding arrangements remain in place.
- operates effective governance arrangements through regular monitoring, audit, staff training, competency assessment and policy review to ensure that medical care remains safe, legally compliant and responsive to national guidance and best practice.

Section 05

ROLES AND RESPONSIBILITIES

Defining responsibility. Maintaining competence. Ensuring accountability.

Supporting pupils with medical conditions is a shared responsibility. Effective medical care relies on clear leadership, robust governance, partnership working and appropriately trained staff working together to ensure that every pupil's healthcare needs are met safely and consistently.

The Governing Board, supported by Partnership Learning, has strategic responsibility for ensuring that Riverside Bridge School fulfils its statutory duties in relation to supporting pupils with medical conditions. Governors will seek assurance that appropriate leadership, policies, resources and governance arrangements are in place to enable pupils to access education safely while receiving high-quality healthcare. The Governing Board will monitor the effectiveness of the school's healthcare arrangements through regular review, challenge and quality assurance.

The Governing Board will ensure that:

- the school complies with statutory duties relating to supporting pupils with medical conditions;
- this policy is reviewed annually and updated in response to changes in legislation, statutory guidance or operational practice;
- sufficient resources are available to implement this policy effectively;
- appropriate arrangements are in place for staff training, competency and authorisation;
- effective governance, audit and quality assurance arrangements are maintained;
- healthcare arrangements operate alongside safeguarding, health and safety and inclusion procedures;
- appropriate insurance arrangements are in place for staff undertaking healthcare procedures;
- governors receive appropriate assurance regarding the effectiveness of healthcare provision, medication management and compliance with statutory guidance.

The Headteacher has overall responsibility for ensuring that effective healthcare arrangements operate across Riverside Bridge School. This includes ensuring that appropriate leadership, staffing, resources and governance systems are in place to enable pupils with medical conditions to access education safely, receive high-quality healthcare and participate fully in school life. The Headteacher will promote a culture where healthcare, safeguarding and education work together to support positive outcomes for every pupil.

The Headteacher will ensure that:

- appropriate systems, procedures and resources are in place to support pupils with medical conditions;

- suitably trained members of staff are available at all times during the school day and during educational visits;
- Individual Healthcare Plans are implemented effectively;
- staff receive appropriate training before undertaking medical procedures;
- medical care arrangements operate alongside safeguarding procedures;
- appropriate monitoring, audit and quality assurance arrangements are maintained;
- incidents, medication errors and near misses are investigated and learning is implemented;
- parents, healthcare professionals and external agencies are engaged appropriately in supporting pupils' healthcare needs.

The Senior Leadership Team provides strategic oversight of the school's healthcare arrangements and is responsible for ensuring that healthcare provision remains safe, effective and responsive to the changing needs of pupils. Senior leaders will promote a whole-school culture in which healthcare is viewed as an integral part of safeguarding, inclusion and educational provision, ensuring that medical needs are considered in both operational and strategic decision-making.

The Senior Leadership Team will:

- promote a culture where healthcare, safeguarding and education operate as one integrated system;
- ensure that medical needs are considered when making decisions regarding curriculum access, staffing, educational visits, enrichment activities and school routines;
- oversee quality assurance arrangements relating to healthcare provision;
- monitor compliance with this policy through regular review and audit;
- ensure lessons learned from incidents, medication errors and near misses inform future practice.

The Healthcare Assistant has day-to-day operational responsibility for co-ordinating the school's healthcare systems and supporting the safe implementation of healthcare arrangements across the school. The Healthcare Assistant works closely with the Nursing Team, school staff, families, healthcare professionals and the safeguarding team to ensure that agreed healthcare arrangements are implemented consistently and that concerns or changes are escalated appropriately.

The Healthcare Assistant does not hold clinical responsibility for pupils' healthcare planning. Clinical decisions, including the development, approval and clinical review of Individual Healthcare Plans, remain with the Nursing Team and other appropriately qualified healthcare professionals.

The Healthcare Assistant will:

- co-ordinate the day-to-day implementation of Individual Healthcare Plans and associated healthcare arrangements;
- maintain systems to ensure current Individual Healthcare Plans are accessible to relevant staff;
- co-ordinate medication administration systems;

- ensure medication records remain accurate and up to date;
- monitor medication expiry dates and replacement arrangements;
- maintain healthcare training, competency and authorisation records;
- liaise with the Nursing Team and other healthcare professionals regarding operational healthcare matters;
- oversee the day-to-day arrangements for emergency medication;
- co-ordinate the school's response to medication incidents and near misses;
- identify and escalate changes, concerns or inconsistencies relating to a pupil's healthcare arrangements to the Nursing Team or other appropriate healthcare professional;
- contribute to healthcare monitoring and audit;
- work with the safeguarding team where healthcare information indicates a potential safeguarding concern

Riverside Bridge School recognises that healthcare and safeguarding are closely interconnected. Changes in a pupil's health, presentation, attendance, emotional regulation, injuries or medication requirements may indicate wider concerns regarding their safety, wellbeing or care. The school therefore adopts a joined-up approach in which healthcare and safeguarding professionals work collaboratively to identify concerns, share information appropriately and respond promptly where risks are identified.

The Healthcare Assistant will work closely with the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) to ensure that healthcare information contributes to the wider safeguarding picture. This collaborative approach supports early identification of emerging concerns and promotes effective multi-agency working where required.

This partnership includes:

- sharing information where healthcare concerns may indicate safeguarding risks;
- reviewing medication records, first aid records, intimate care records and healthcare documentation alongside safeguarding information where appropriate;
- identifying patterns of injury, illness, medication refusal, repeated PRN medication use, unexplained deterioration or changes in presentation;
- contributing to safeguarding assessments and multi-agency meetings where healthcare information is relevant;
- ensuring that healthcare concerns requiring safeguarding intervention are managed in accordance with the Safeguarding and Child Protection Policy.

Riverside Bridge School works in partnership with a range of **healthcare professionals** to ensure that pupils receive safe, effective and co-ordinated healthcare. Healthcare professionals provide specialist advice, clinical guidance and training that enables the school to meet individual pupils' medical needs while supporting their access to education.

Healthcare professionals may include, but are not limited to:

- Community Children's Nursing Teams;
- General Practitioners (GPs);
- Hospital Consultants;
- Paediatricians;
- School Nursing Services;
- Speech and Language Therapists;
- Occupational Therapists;
- Physiotherapists;
- Dietitians;
- Mental Health Services;
- Specialist Nurses;
- Pharmacists.

Healthcare professionals will, where appropriate:

- contribute to Individual Healthcare Plans and Emergency Healthcare Plans;
- provide advice regarding medication and clinical procedures;
- deliver or recommend staff training and competency assessment where required;
- support reviews of healthcare arrangements following changes in medical need;
- contribute to multi-agency planning to promote pupils' health, wellbeing and educational access.

Riverside Bridge School recognises that supporting pupils with complex medical needs requires effective partnership working between **education, health, social care and other relevant agencies**. The school is committed to working collaboratively with external professionals to ensure that healthcare provision is co-ordinated, consistent and centred around the individual needs of each pupil.

Where appropriate, the school will work alongside:

- parents and carers;
- NHS services;
- Local Authorities;
- Children's Social Care;
- Early Help services;
- safeguarding partners;
- therapists;
- transport providers;
- specialist education services;
- commissioned healthcare providers.

The school will contribute to multi-agency meetings, reviews and assessments where healthcare information is relevant and will share information appropriately in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Safeguarding and Child Protection Policy.

Effective multi-agency working enables Riverside Bridge School to provide integrated support that promotes pupils' health, safety, inclusion and preparation for adulthood.

Every member of staff has a role in promoting pupils' health, safety and wellbeing. Staff are expected to understand the medical needs of the pupils they support, follow agreed healthcare procedures and contribute to a culture in which healthcare, safeguarding and education work together. Staff should recognise the limits of their competence and seek advice or support whenever they are uncertain or concerned.

All staff will:

- read and comply with this policy;
- follow Individual Healthcare Plans and risk assessments;
- attend mandatory medical training appropriate to their role;
- only undertake healthcare procedures for which they have been trained and authorised;
- administer medication safely and accurately in accordance with school procedures;
- record medication administration promptly and accurately;
- report concerns, incidents, medication errors and near misses immediately;
- recognise signs of medical deterioration or emergency;
- work collaboratively with colleagues, parents and healthcare professionals;
- maintain appropriate confidentiality while sharing information where necessary to safeguard pupils;
- immediately challenge any practice that creates an avoidable allergy or medication safety risk and report concerns promptly through the school's safeguarding or health and safety procedures.

The school recognises that **parents and carers** are experts in their child's health and play a vital role in ensuring that healthcare arrangements remain safe, accurate and responsive to changing needs. Effective partnership working between home and school is essential to maintaining continuity of care and enabling pupils to participate safely in all aspects of school life.

Parents and carers are responsible for:

- informing the school of their child's medical needs;
- providing accurate and up-to-date medical information;
- supplying medication in its original pharmacy container with clear dispensing instructions;

- ensuring medication remains in date;
- notifying the school promptly of any changes to prescribed medication or treatment;
- attending healthcare reviews where appropriate;
- collecting expired or discontinued medication promptly;
- working collaboratively with the school to review healthcare arrangements.

Riverside Bridge School encourages **pupils** to participate, as far as reasonably practicable, in decisions relating to their own healthcare. The level of involvement will always reflect the pupil's age, communication profile, understanding, capacity and individual needs. The school is committed to promoting independence, self-advocacy and the development of lifelong health management skills as part of pupils' preparation for adulthood.

Where appropriate, pupils will be encouraged and supported to:

- communicate their medical needs, symptoms or concerns using their preferred method of communication;
- understand their Individual Healthcare Plan in a way that is meaningful to them;
- develop increasing independence in managing aspects of their healthcare where it is safe and appropriate to do so;
- participate in discussions about their healthcare arrangements;
- understand how and when to seek support from trusted adults;
- report changes in how they are feeling wherever they are able to do so.

For many pupils at Riverside Bridge School, communication differences mean they may be unable to recognise, describe or report changes in their health. Staff will therefore remain vigilant to changes in presentation, emotional regulation, communication, mobility, eating, drinking or other indicators that may suggest a deterioration in a pupil's health or wellbeing.

Visitors, contractors, volunteers, agency staff and external providers who may supervise pupils, provide food or participate in curriculum activities will receive information proportionate to their role regarding relevant allergy risks, emergency procedures and reporting arrangements. Staff remain responsible for ensuring appropriate supervision whenever external adults are working with pupils who have significant allergies.

Section 06

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Understanding need. Co-ordinating care. Enabling participation.

Riverside Bridge School is committed to ensuring that pupils with medical conditions are fully included in all aspects of school life. The school recognises that effective healthcare support enables pupils to attend regularly, access learning, participate in enrichment opportunities, develop independence and achieve the best possible outcomes.

The school adopts a person-centred approach, recognising that every pupil's medical needs are unique and that support must be planned around the individual rather than the diagnosis. Medical care is delivered in partnership with parents and carers, healthcare professionals and other agencies, ensuring that educational provision and healthcare operate as one co-ordinated system.

The school recognises that many pupils present with multiple and interacting needs, including autism, learning disabilities, sensory processing differences, communication needs, physical disabilities, epilepsy, complex medical conditions and mental health needs. Healthcare support therefore extends beyond medication administration and includes the wider planning, co-ordination and reasonable adjustments required to enable pupils to access education safely.

Individualised medical support

Medical support is tailored to the individual needs of each pupil and may include:

- administration of prescribed medication;
- emergency medication;
- management of epilepsy, diabetes and other long-term medical conditions;
- allergy management and anaphylaxis preparedness;
- gastrostomy feeding and nutritional support;
- continence support;
- oxygen therapy, suction and other prescribed clinical procedures;
- moving and handling associated with medical needs;
- intimate care where required;
- monitoring of health, wellbeing and presentation throughout the school day.

Support will always reflect professional medical advice, Individual Healthcare Plans and the pupil's changing needs.

Autism and medical presentation

As a specialist autism school, Riverside Bridge School recognises that illness, pain and discomfort may present differently in autistic pupils and pupils with complex SEND. Many pupils may experience differences in communication, interoception, sensory processing and emotional regulation that affect how they recognise, communicate or respond to illness.

Medical concerns may therefore present through changes in:

- communication;
- regulation;
- interaction and engagement;
- eating and drinking;
- sleep;
- mobility;
- sensory responses;
- physical presentation.

Staff are expected to know each pupil well, recognise changes from their usual presentation and exercise professional curiosity where concerns arise. Medical concerns should never be dismissed as simply being part of a pupil's autism or disability without appropriate consideration.

Promoting independence

The school is committed to promoting increasing independence wherever this is developmentally appropriate and medically safe. Where appropriate, pupils will be supported to:

- develop an understanding of their medical condition;
- recognise when they require support;
- communicate changes in how they are feeling;
- participate in discussions regarding their healthcare;
- develop increasing independence in aspects of self-care and medication management.

Expectations will always be determined by the pupil's age, communication profile, cognitive understanding, medical condition and professional advice.

Participation in school life

No pupil will be excluded from education, educational visits, enrichment activities, physical education, swimming, community learning or wider school life solely because they have a medical condition. Where necessary, the school will undertake appropriate risk assessments, implement reasonable adjustments and ensure trained staff, medication and emergency procedures are available to enable safe participation. Decisions regarding participation will always be made on an individual basis, taking account of professional medical advice and the views of parents/carers.

Partnership with parents and healthcare professionals

The school recognises that effective medical care depends upon close partnership working.

Parents and carers, healthcare professionals and school staff each have an important role in ensuring that healthcare arrangements remain safe, effective and responsive to changing needs.

The school will work collaboratively with:

- parents and carers;
- community nursing teams;
- General Practitioners;
- hospital consultants;
- therapists;
- specialist nursing services;
- local authorities;
- children's social care where appropriate;
- other professionals involved in the pupil's care.

Communication will be timely, respectful and centred upon achieving the best possible outcomes for the pupil.

Medical care and safeguarding

Medical care forms part of Riverside Bridge School's wider safeguarding framework. Medical concerns may indicate wider safeguarding concerns where there is evidence of:

- repeated failure to provide prescribed medication;
- repeated deterioration in health;
- unexplained injuries;
- repeated allergy incidents;
- poor hygiene or unmet healthcare needs;
- repeated medication refusal;
- concerns arising during intimate care;
- neglect of medical needs.

Where concerns arise, the Healthcare Assistant will work closely with the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads to ensure that appropriate safeguarding action is taken in accordance with the Safeguarding and Child Protection Policy.

Section 07

INDIVIDUAL HEALTHCARE PLANS (IHPS)

Planning individually. Sharing information. Responding safely.

Riverside Bridge School recognises that Individual Healthcare Plans (IHPs) are central to ensuring that pupils with medical conditions receive safe, co-ordinated and person-centred care throughout the school day. IHPs enable the school to understand each pupil's medical needs, reduce risk, promote consistency of practice and ensure that appropriate support is available whenever required.

Not every pupil with a medical condition will require an Individual Healthcare Plan. However, where a pupil has a long-term medical condition, complex healthcare need, disability, allergy, emergency medication or requires regular medical intervention during the school day, an Individual Healthcare Plan will normally be developed. Decisions regarding whether an Individual Healthcare Plan is required will be made by the Nursing Team in consultation with parents/carers and relevant healthcare professionals.

Individual Healthcare Plans are developed collaboratively with parents/carers, relevant healthcare professionals and school staff. Wherever appropriate, pupils will also be involved in discussions regarding their healthcare arrangements, taking account of their age, communication profile, understanding and level of independence.

Purpose of Individual Healthcare Plans

Individual Healthcare Plans provide clear guidance to staff on how a pupil's medical needs will be safely supported throughout the school day.

The plan will normally include:

- the pupil's medical condition(s), diagnosis and relevant medical history;
- known triggers, warning signs and symptoms requiring intervention;
- prescribed medication, dosage, method of administration and storage requirements;
- emergency medication and emergency procedures where applicable;
- allergy information, including allergens, risk reduction measures and emergency response arrangements;
- clinical procedures that may be required during the school day;
- dietary requirements and nutritional support;
- moving and handling or physical support requirements where relevant;
- intimate care requirements linked to medical needs;
- communication needs and how the pupil may indicate pain, illness or discomfort;
- reasonable adjustments required to enable access to education;
- arrangements for educational visits, community activities and off-site learning;

- named healthcare professionals involved in the pupil's care;
- review arrangements and emergency contact information.

Developing Individual Healthcare Plans

Individual Healthcare Plans will normally be developed:

- when a pupil joins Riverside Bridge School with an identified medical condition;
- following a new diagnosis or significant change in medical need;
- following advice from a healthcare professional;
- following a hospital admission where healthcare arrangements have changed;
- where the school identifies that a co-ordinated healthcare plan is required to ensure safe access to education.

The Nursing Team will co-ordinate the development and review of Individual Healthcare Plans in partnership with parents/carers, healthcare professionals and relevant members of staff.

Reviewing Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- at least annually;
- whenever a pupil's medical condition changes;
- following any significant medical incident or emergency;
- following changes to prescribed medication or treatment;
- where professional advice changes;
- whenever requested by parents/carers or healthcare professionals where appropriate.

Reviews will ensure that healthcare arrangements remain safe, effective and proportionate to the pupil's current needs.

Accessibility of healthcare information

Individual Healthcare Plans will be securely stored and made available to members of staff who have a legitimate professional responsibility for supporting the pupil.

Relevant staff, including teachers, co-educators, therapists, lunchtime staff, educational visit leaders, agency staff and temporary staff, will receive appropriate information regarding a pupil's healthcare needs before assuming responsibility for the pupil. Confidential medical information will only be shared on a need-to-know basis in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Confidentiality and Data Protection procedures.

Emergency Healthcare Plans

Where a pupil has a condition that may require an emergency response, an Emergency Healthcare Plan will form part of the Individual Healthcare Plan. This may include pupils requiring:

- adrenaline auto-injectors (AAIs);

- rescue medication for epilepsy;
- emergency asthma medication;
- diabetes emergency treatment;
- emergency feeding procedures;
- oxygen therapy;
- other emergency clinical interventions.

Emergency Healthcare Plans will clearly identify:

- early warning signs;
- immediate actions required;
- emergency medication to be administered;
- when emergency services should be contacted;
- post-incident arrangements;
- parental notification procedures.

Promoting consistency

All staff supporting a pupil with an Individual Healthcare Plan are expected to follow the agreed plan consistently. Healthcare arrangements must not be clinically amended by school staff without appropriate review by the Nursing Team or other appropriately qualified healthcare professional.

Where staff identify concerns about the effectiveness, accuracy or suitability of an Individual Healthcare Plan, these must be reported promptly to the Healthcare Assistant, who will ensure that the concern is escalated to the Nursing Team for clinical review. Where an immediate medical concern arises, staff must follow the pupil's existing healthcare and emergency arrangements and seek appropriate medical assistance.

Individual healthcare plans and safeguarding

The school recognises that Individual Healthcare Plans contribute to the wider safeguarding and wellbeing of pupils.

Where concerns arise regarding repeated failure to follow an Individual Healthcare Plan, deterioration in a pupil's health, repeated medication omissions, lack of medical provision from home or any other issue that may place a pupil at risk, the Healthcare Assistant will work in partnership with the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads to determine whether safeguarding procedures should be initiated.

Section 08

STAFF TRAINING, COMPETENCY AND AUTHORISATION

Building competence. Maintaining confidence. Protecting pupils.

Riverside Bridge School recognises that the safe delivery of healthcare depends upon appropriately trained, competent and confident staff. No member of staff will be expected or required to undertake any medical procedure unless they have received appropriate training, demonstrated competence where required and have been authorised by the school to undertake that procedure.

The school is committed to ensuring that staff receive high-quality training that reflects the complexity of the pupil population and the specialist healthcare needs present within the school. Training is regarded as an essential safeguard for both pupils and staff and forms part of the school's wider safeguarding and quality assurance framework.

Staff training

Appropriate staff will receive training relevant to their role and the pupils they support. Training may include:

- administration of prescribed medication;
- emergency medication, including adrenaline auto-injectors (AAIs), rescue epilepsy medication and emergency asthma medication;
- gastrostomy feeding and nutritional support;
- epilepsy awareness and seizure management;
- diabetes awareness and emergency treatment;
- moving and handling;
- infection prevention and control;
- intimate care linked to medical needs;
- allergy awareness and anaphylaxis management;
- recognising medical deterioration and medical emergencies;
- safe storage, recording and disposal of medication.

Training will be delivered by appropriately qualified healthcare professionals, accredited trainers or other competent individuals as appropriate.

Competency assessment

Where clinical procedures require formal competency assessment, staff will only undertake those procedures once competence has been assessed and confirmed by an appropriately qualified healthcare professional. Competency assessments will be repeated:

- following significant changes to procedures;
- where professional guidance changes;
- where concerns arise regarding competence;
- following prolonged absence from undertaking the procedure;
- at intervals determined by the relevant healthcare professional or school.

Records of competency assessments will be maintained by the Healthcare Assistant.

Authorisation to administer medication

Only staff who have:

- received appropriate training;
- demonstrated competence where required;
- been authorised by the school;

may administer medication or undertake healthcare procedures.

No member of staff will administer medication or undertake clinical procedures unless they are satisfied that they have received appropriate training and feel competent to do so safely.

Induction of new staff

All newly appointed staff, including temporary and agency staff where appropriate, will receive an induction that includes:

- the school's Medical Needs, Medication and Allergy Safety Policy;
- emergency procedures;
- safeguarding responsibilities relating to medical care;
- reporting procedures;
- relevant Individual Healthcare Plans;
- emergency medication arrangements appropriate to their role.

Additional training will be provided before staff undertake any medical responsibilities.

Refresher training

Training will be refreshed:

- annually where required;
- when legislation or national guidance changes;
- where healthcare procedures change;

- when a pupil with new medical needs joins the school;
- following medication incidents, near misses or identified learning;
- whenever additional training is considered necessary.

The school recognises that refresher training is an important part of maintaining safe practice and staff confidence.

Agency, temporary and visiting staff

Agency, temporary and visiting staff will only undertake healthcare procedures where they have:

- received an appropriate induction;
- been informed of relevant healthcare arrangements;
- understood emergency procedures;
- been authorised by the school;
- demonstrated competence where appropriate.

Agency staff must never undertake specialist medical procedures without the necessary training and authorisation.

Educational visits

Before educational visits, visit leaders will ensure that:

- appropriately trained staff accompany the visit;
- medication and emergency medication are available throughout the visit;
- Individual Healthcare Plans are accessible;
- emergency procedures are understood by all relevant staff;
- appropriate risk assessments have been completed.

No educational visit will proceed unless appropriate healthcare arrangements can be safely maintained.

Training records

The Healthcare Assistant will maintain accurate records of:

- staff training;
- competency assessments;
- authorisation to administer medication;
- refresher training;
- specialist healthcare training;
- expiry dates for mandatory training where applicable.

Training records will be monitored regularly as part of the school's quality assurance arrangements.

Quality assurance

The Senior Leadership Team, Healthcare Assistant, Nursing Team and any relevant therapists will regularly monitor:

- staff training compliance;
- competency assessments;
- authorisation records;
- healthcare incidents;
- medication errors;
- near misses;
- emergency responses;
- feedback from healthcare professionals.

Learning identified through monitoring, audits and incidents will be used to continually strengthen practice and improve the safety of healthcare provision across the school.

Section 09

ALLERGY SAFETY AND ANAPHYLAXIS

Reducing risk. Recognising reactions. Responding immediately.

Riverside Bridge School is committed to providing an allergy-aware environment that enables pupils with allergies to participate safely in all aspects of school life while minimising the risk of accidental exposure to allergens.

The school recognises that allergic reactions can range from mild symptoms to life-threatening anaphylaxis and that prompt recognition, appropriate emergency treatment and effective prevention are essential to safeguarding pupils' health and wellbeing.

The school recognises its statutory responsibilities for allergy safety within schools. This policy reflects the allergy safety requirements introduced through amendments to the Children and Families Act 2014 (commonly referred to as Benedict's Law), alongside current Department for Education guidance relating to supporting pupils with medical conditions and allergy management.

Allergy management forms an integral part of the school's wider safeguarding and healthcare framework.

Identification of pupils with allergies

The school will ensure that pupils with diagnosed allergies are identified as early as possible.

Parents and carers are responsible for informing the school of:

- diagnosed allergies;
- previous allergic reactions;
- risk of anaphylaxis;
- prescribed emergency medication;
- changes to allergy management;
- relevant advice from healthcare professionals.

All allergy information will be recorded within the pupil's Individual Healthcare Plan and, where appropriate, supported by an Allergy Action Plan provided by the relevant healthcare professional.

Riverside Bridge School maintains a central Allergy Register containing details of all pupils with diagnosed allergies or those assessed as being at risk of an allergic reaction. The register identifies known allergens, emergency medication requirements, the location of emergency medication, Individual Healthcare Plans, Allergy Action Plans where applicable, classroom location and key staff responsible for the pupil's care. The register is reviewed at least termly and whenever a pupil's medical needs change.

Individual allergy management

Pupils identified as having allergies will have arrangements proportionate to their level of risk.

These may include:

- Individual Healthcare Plans;
- Allergy Action Plans;
- emergency medication;
- dietary management;
- supervision arrangements;
- environmental controls;
- reasonable adjustments;
- emergency response procedures.

Arrangements will be developed in partnership with parents/carers, healthcare professionals and relevant members of staff.

Reducing risk

The school will take reasonable steps to minimise the risk of allergen exposure while recognising that it is not possible to guarantee an allergen-free environment.

Risk reduction measures may include:

- appropriate food management procedures;
- supervision during mealtimes;
- consideration of allergens during curriculum activities;
- risk assessments for food technology, sensory activities and enterprise projects;
- educational visit risk assessments;
- management of celebrations involving food;
- communication with catering providers;
- appropriate cleaning arrangements;
- consideration of environmental allergens where relevant.

Control measures will always be proportionate to the pupil's assessed level of risk.

Catering and food provision

Where meals are provided by the school or external catering providers, appropriate arrangements will be in place to manage food allergens.

The school will work closely with catering providers to:

- communicate pupils' dietary requirements;
- ensure allergen information is available;
- minimise the risk of cross-contamination where reasonably practicable;

- support pupils requiring specialist diets.

Staff supervising mealtimes will be aware of pupils with significant allergies and their emergency procedures.

Allergy risks will also be considered during:

- food brought into school by parents or carers;
- classroom celebrations involving food;
- fundraising events;
- enterprise activities;
- cookery and food technology activities;
- tasting sessions;
- food used within sensory play;
- reward systems involving food;
- any curriculum activity involving food ingredients.

Appropriate risk assessments and reasonable adjustments will be implemented where necessary to minimise the risk of allergen exposure whilst maintaining pupils' inclusion within school activities.

When purchasing food, ingredients, sensory resources or curriculum materials, the school will consider allergy risks where appropriate. Purchasing decisions will seek to minimise avoidable allergen exposure whilst maintaining an inclusive curriculum.

Emergency medication

Pupils prescribed emergency medication, including adrenaline auto-injectors (AAIs), will have their emergency medication immediately accessible at all times. At Riverside Bridge School, emergency medication is carried by the class team in the pupil's designated red emergency medication bag wherever the pupil goes, including during movement around the school, educational visits and off-site activities.

Emergency medication will:

- be stored securely while remaining immediately accessible;
- accompany pupils during educational visits and off-site activities;
- be checked regularly to ensure it remains within its expiry date;
- be replaced promptly where necessary.

Staff responsible for pupils with emergency medication will know:

- where medication is stored;
- how to recognise an allergic reaction;
- how to administer emergency medication;
- when to contact emergency services.

Responding to allergic reactions

All staff should be familiar with the signs of an allergic reaction. Symptoms may include:

- swelling of the lips, face or tongue;
- difficulty breathing;
- wheezing;
- persistent coughing;
- hoarse voice;
- widespread rash or hives;
- vomiting;
- collapse or loss of consciousness.

Where anaphylaxis is suspected:

- emergency medication will be administered immediately in accordance with the pupil's Individual Healthcare Plan or Allergy Action Plan;
- emergency services (999) will be contacted immediately;
- SLT will be contacted immediately as well;
- parents/carers will be informed as soon as practicable;
- the pupil will be continuously monitored until healthcare professionals assume responsibility.

The school recognises that some autistic pupils and pupils with complex communication needs may be unable to report symptoms of an allergic reaction. Staff must therefore remain vigilant for changes in breathing, colour, emotional regulation, facial swelling, distress, vomiting or other changes from the pupil's usual presentation and act immediately where concerns arise.

Allergy awareness training

Appropriate staff will receive regular training covering:

- recognising allergic reactions;
- recognising anaphylaxis;
- administration of adrenaline auto-injectors;
- emergency procedures;
- reducing allergen exposure;
- understanding Individual Healthcare Plans and Allergy Action Plans.

Training will form part of staff induction where appropriate and will be refreshed regularly.

Recording and reporting

All allergy incidents, allergic reactions, administration of emergency medication and significant near misses will be recorded using the school's medical recording procedures.

Parents/carers will be informed of incidents involving their child. Where appropriate, incidents will be reviewed to identify learning and strengthen future practice.

Learning from incidents and near misses

The school recognises that learning from incidents and near misses is an essential component of safe healthcare practice. Examples of near misses may include:

- incorrect food being identified before consumption;
- emergency medication not accompanying a pupil on a visit but identified before departure;
- potential allergen exposure prevented before harm occurred;
- expired emergency medication identified before use.

Near misses will be recorded, reviewed and used to improve systems, staff training and risk management. Learning identified through allergy incidents or near misses will be shared, where appropriate, with relevant staff through training, professional briefings and policy review to reduce the likelihood of recurrence and strengthen organisational learning

The Nursing Team, the Healthcare Assistant and Senior Leadership Team will regularly monitor:

- allergy registers;
- Individual Healthcare Plans;
- staff training;
- emergency medication expiry dates;
- allergy incidents;
- near misses;
- implementation of risk reduction measures.

The school's allergy management arrangements will be reviewed at least annually and following any significant allergy incident or changes in national guidance.

Section 10

EMERGENCY MEDICATION

Keeping medication accessible. Acting promptly. Managing emergencies.

Riverside Bridge School recognises that some pupils require emergency medication to manage life-threatening or rapidly deteriorating medical conditions. Emergency medication must be immediately accessible whenever the pupil is under the care or supervision of the school and must never be stored in a way that delays access during an emergency.

Emergency medication forms an integral part of each pupil's Individual Healthcare Plan (IHP) and Emergency Healthcare Plan where applicable. The school will ensure that emergency medication is managed safely, staff are appropriately trained, and emergency procedures are clearly understood by all relevant staff.

School-held spare adrenaline auto-injectors

Riverside Bridge School will maintain appropriate school-held spare adrenaline auto-injectors (AAIs) in accordance with current legislation and statutory guidance. Spare AAIs are additional to, and do not replace, a pupil's own prescribed emergency medication.

School-held spare AAIs will be stored securely in clearly identified locations while remaining readily accessible in an emergency. Arrangements will ensure that staff know where spare devices are located, how they can be accessed and the circumstances in which they may be administered. Stock levels and expiry dates will be monitored routinely as part of the school's medication and allergy safety audits.

Emergency medication bags

Riverside Bridge School uses designated emergency medication bags to ensure that pupils' emergency medication and associated healthcare information remain immediately accessible throughout the school day. This emergency medication accompanies the pupil at all times in the pupil's designated red emergency medication bag, which is carried by the class team whenever the pupil moves around the school, participates in educational visits or attends any off-site activity.

Each emergency medication bag contains the pupil's prescribed emergency medication together with their Emergency Healthcare Plan and any other essential emergency information.

The emergency medication bag must remain with the pupil at all times whilst they are under the care or supervision of the school, including:

- movement around the school;
- therapy sessions;
- playgrounds;

- swimming;
- educational visits;
- community-based learning;
- transport where required.

Whilst within classrooms, emergency medication bags will remain securely positioned out of pupils' reach whilst remaining immediately accessible to staff.

All staff responsible for supporting the pupil must be familiar with the contents of the emergency medication bag, understand the emergency procedures contained within the Individual Healthcare Plan and know how to administer emergency medication where authorised and trained.

Accessibility of emergency medication

Emergency medication will:

- remain immediately accessible whenever the pupil is in school or participating in school activities;
- accompany pupils during educational visits, community activities, off-site learning and transport where required;
- accompany pupils during emergency evacuations where appropriate;
- be stored securely while remaining rapidly accessible during an emergency;
- never be locked away if doing so could delay emergency treatment.

All staff supporting the pupil must know:

- where emergency medication is stored;
- how it is accessed;
- the circumstances in which it should be administered;
- the emergency procedures that follow administration.

First aid

The provision of first aid forms part of Riverside Bridge School's wider healthcare and safeguarding arrangements. First aid should be provided promptly where a pupil suffers illness or injury whilst at school in accordance with the school's First Aid Policy.

Where first aid is provided to a pupil with an Individual Healthcare Plan (IHP), staff should also consider whether the incident indicates any change in the pupil's medical condition or whether additional action is required under the pupil's Individual Healthcare Plan or Emergency Healthcare Plan.

Significant first aid incidents, repeated injuries or patterns of presentation will be reviewed alongside healthcare, safeguarding and attendance information where appropriate to ensure that any emerging concerns are identified at the earliest opportunity.

Responding to a medical emergency

Where a pupil experiences a medical emergency, staff will:

- remain calm and provide reassurance appropriate to the pupil's communication needs;
- immediately follow the pupil's Individual Healthcare Plan and Emergency Healthcare Plan;
- administer emergency medication where trained and authorised to do so;
- summon additional assistance from the Healthcare Assistant or senior staff where appropriate;
- call 999 immediately where indicated by the healthcare plan or where there is any doubt regarding the severity of the situation;
- continue to monitor and support the pupil until emergency services arrive;
- notify parents/carers as soon as reasonably practicable;
- complete all required medical and safeguarding documentation following the incident.

The school recognises that some pupils may be unable to communicate pain, breathing difficulties or other symptoms of a medical emergency. Staff are therefore expected to remain vigilant for changes in colour, breathing, emotional regulation, alertness, mobility, facial expression, communication, seizure activity or any significant change from the pupil's usual presentation, and act immediately where concerns arise.

Staff training

Only staff who have received appropriate training, demonstrated competence where required and been authorised by the school will administer emergency medication.

Training will include:

- recognising medical emergencies;
- recognising anaphylaxis;
- recognising prolonged seizures;
- administration of emergency medication;
- emergency communication procedures;
- post-incident actions.

Training will be refreshed regularly and whenever a pupil's healthcare needs change.

Monitoring emergency medication

The Healthcare Assistant will maintain oversight of all emergency medication by ensuring:

- medication remains within its expiry date;
- replacement medication is requested in sufficient time before expiry;
- sufficient medication is available where multiple devices are prescribed;
- emergency medication accompanies pupils whenever required;
- staff must never assume that another member of staff has responsibility for carrying the emergency medication. Responsibility should be clearly agreed before any movement around the school or off-site activity;
- emergency medication is included within scheduled medication audits.

Following an emergency

Following any medical emergency requiring emergency medication, the school will:

- ensure that the Individual Healthcare Plan and Emergency Healthcare Plan are referred to the Nursing Team for clinical review where appropriate;;
- notify and meet with parents/carers where appropriate;
- review the Individual Healthcare Plan and Emergency Healthcare Plan;
- review any associated risk assessments;
- identify learning arising from the incident;
- provide additional staff training where necessary;
- record the incident and any actions taken in accordance with school procedures.

Where appropriate, the Healthcare Assistant will liaise with the Designated Safeguarding Lead where the incident identifies wider concerns regarding the pupil's welfare or healthcare arrangements.

Where emergency services attend, staff will ensure that relevant healthcare documentation, including the Individual Healthcare Plan and Emergency Healthcare Plan where appropriate, accompanies the pupil or is made available to attending clinicians.

Section 11

MEDICATION ADMINISTRATION

Checking carefully. Administering safely. Recording accurately.

Riverside Bridge School recognises that the safe administration of medication is an essential component of supporting pupils with medical conditions and enabling them to access education safely.

Medication will only be administered within school where it would be detrimental to a pupil's health or attendance if the medication were not administered during the school day, or where this has been agreed as part of the pupil's Individual Healthcare Plan.

The school aims to ensure that medication is administered safely, accurately, consistently and with dignity while promoting the wellbeing, independence and safeguarding of every pupil.

Principles of medication administration

Medication will only be administered where:

- written parental consent has been received (unless emergency treatment is required);
- medication has been prescribed by an appropriately registered healthcare professional or has been agreed in accordance with this policy;
- staff have received appropriate training where required;
- medication can be administered safely in accordance with the manufacturer's instructions and healthcare advice;
- appropriate records are maintained.

Medication will never be administered as a disciplinary measure or for the convenience of the school.

Medication brought into school

Parents and carers are responsible for ensuring that medication provided to school:

- is supplied in its original pharmacy-dispensed container;
- clearly states the pupil's name;
- clearly identifies the medication;
- includes the prescribed dosage and method of administration;
- includes expiry dates where applicable;
- is within its expiry date;
- is accompanied by any required parental consent forms.

Parents/carers should deliver medication directly to the Healthcare Assistant or another authorised member of staff and should not send medication into school within pupils' bags.

Administration procedures

Before administering medication, authorised staff will:

- confirm the identity of the pupil;
- check the medication against the prescription label;
- confirm the correct medication, dosage, route and time of administration;
- check the expiry date where applicable;
- ensure the medication has been stored appropriately;
- explain the procedure to the pupil using their preferred communication method where appropriate.

Following administration, staff will:

- observe the pupil as appropriate;
- monitor for any immediate adverse effects following administration where clinically indicated;
- record administration immediately;
- report any concerns, refusals or adverse reactions without delay.

Safe administration

Wherever possible:

- medication should be administered appropriately by a trained member of staff in the presence of a witness, where this forms part of the school's agreed procedures or individual risk assessment;
- staff should minimise interruptions during medication administration;
- medication should be administered in a calm environment that respects the pupil's dignity and privacy;
- infection prevention and control procedures will be followed throughout.

Where a second checker is not required by procedure, the authorised member of staff administering medication remains fully responsible for ensuring all checks have been completed.

Refusal of medication

The school recognises that some pupils, particularly those with autism or communication differences, may refuse medication for a variety of reasons including:

- sensory sensitivities;
- anxiety;
- communication differences;
- changes to routine;
- illness;
- emotional distress.

Staff will use calm, supportive and autism-informed approaches to encourage cooperation but will never use force, coercion or deception to administer medication.

Where medication is refused:

- the refusal will be recorded;
- the Healthcare Assistant will be informed immediately;
- parents/carers will be notified where appropriate;
- medical advice will be sought where necessary;
- safeguarding procedures will be considered where repeated refusals or wider concerns indicate potential risk.

PRN (as required) medication such pain relief and fever (paracetamol, ibuprofen, codeine), respiratory and allergy relief, gastrointestinal distress (laxatives, antacids)

Pro Re Nata (PRN) medication will only be administered:

- in accordance with written medical advice;
- where clear administration criteria are documented;
- after appropriate assessment of the pupil's presentation;
- within prescribed dosage limits;
- following any agreed observation periods.

The reason for administration and the outcome will always be recorded. Patterns of repeated PRN medication use will be monitored by the Healthcare Assistant. Where a pattern or concern is identified, this will be referred to the Nursing Team or other appropriately qualified healthcare professional to determine whether further clinical assessment or review of the pupil's healthcare arrangements is required.

Controlled drugs

Controlled drugs will be:

- stored securely in accordance with legal requirements;
- accessible only to authorised staff;
- administered only by authorised staff;
- accurately recorded;
- audited regularly.

Controlled drugs belonging to individual pupils may be administered in accordance with their prescription and Individual Healthcare Plan.

Medication errors

Any medication error, omission or concern will be:

- managed immediately to minimise risk to the pupil;
- reported to the Healthcare Assistant;
- communicated to parents/carers where appropriate;
- recorded using the school's reporting procedures;
- reviewed to identify learning and prevent recurrence.

Where a medication error presents a significant risk to a pupil's health, appropriate medical advice or emergency services will be sought immediately.

Near misses

Near misses are recognised as valuable opportunities for learning.

Examples include:

- incorrect medication identified before administration;
- incorrect dosage identified before administration;
- expired medication identified before administration;
- missing documentation identified before administration.

Near misses will be recorded, reviewed and discussed as part of the school's quality assurance processes to strengthen safe practice.

Medication and safeguarding

Medication administration forms part of Riverside Bridge School's wider safeguarding framework.

Repeated medication refusals, repeated failure to provide prescribed medication from home, repeated omissions, unexplained deterioration in health or medication incidents may indicate wider concerns regarding a pupil's welfare.

Where appropriate, the Healthcare Assistant will work in partnership with the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads to determine whether safeguarding procedures should be initiated in accordance with the Safeguarding and Child Protection Policy.

Section 12

STORAGE, TRANSPORT AND DISPOSAL OF MEDICATION

Storing securely. Maintaining access. Managing safely.

Riverside Bridge School recognises that the safe storage, transportation and disposal of medication are fundamental to ensuring safe clinical practice and protecting pupils from avoidable harm. Appropriate medicines management reduces the risk of medication errors, deterioration of medication, unauthorised access and accidental administration, while ensuring that medication remains readily available whenever it is required.

All medication will be stored, transported and disposed of in accordance with the manufacturer's instructions, pharmacy advice, professional guidance and each pupil's Individual Healthcare Plan. The Healthcare Assistant maintains operational oversight of medication management arrangements, supported by regular monitoring and audit to ensure compliance with this policy.

Specialist medical equipment provided for individual pupils will be checked routinely to ensure it remains clean, functional and available whenever required. Any faults, damage or concerns will be reported immediately to the Healthcare Assistant, who will liaise with parents/carers and healthcare professionals where replacement or repair is required.

Storage of medication

Medication will be stored securely in designated medical storage areas that are accessible only to authorised members of staff. Wherever possible, medication will remain in its original pharmacy-dispensed container with the dispensing label intact and clearly identifying the pupil, dosage and method of administration.

The school will ensure that:

- medication is stored in accordance with the manufacturer's instructions;
- medication remains within its expiry date;
- medication is organised to minimise the risk of administration errors;
- emergency medication remains immediately accessible at all times;
- storage arrangements maintain confidentiality while allowing staff to respond promptly to pupils' medical needs.

Some medication requires additional environmental controls. Medication requiring refrigeration will be stored within a designated medical refrigerator, with temperatures monitored and recorded in accordance with school procedures. Where specialist storage arrangements are required, these will be detailed within the pupil's Individual Healthcare Plan.

Controlled drugs

Controlled drugs require enhanced security arrangements and will be managed in accordance with current legislation and professional guidance.

Controlled drugs will be:

- stored within an appropriate locked controlled drugs cabinet;
- accessible only to authorised members of staff;
- recorded within the school's controlled drugs register;
- subject to regular stock checks and audit.

Controlled drugs prescribed for individual pupils remain the property of the pupil and will only be administered in accordance with their prescription and Individual Healthcare Plan.

Transporting medication

Medication frequently accompanies pupils beyond the classroom during educational visits, community activities, therapy sessions and transport arrangements. The school will ensure that medication remains secure while also being readily accessible whenever required.

When medication leaves the school site, staff will ensure that:

- the correct medication accompanies the pupil throughout the activity;
- emergency medication remains immediately accessible;
- medication is protected from excessive temperatures or damage;
- appropriately trained members of staff retain responsibility for the medication throughout the activity.

No educational visit will proceed unless suitable medication arrangements have been established.

Disposal of medication

Medication that has expired, been discontinued, become damaged or is no longer required will not be administered.

Where appropriate, parents and carers will be asked to collect unused medication promptly. Where medication cannot be returned to the family, disposal will take place safely through an authorised pharmacy or other approved clinical waste arrangements. The disposal of controlled drugs and clinical waste will always comply with current professional guidance.

Monitoring and quality assurance

Safe medication management relies upon regular oversight rather than simply responding to incidents.

The Healthcare Assistant will therefore undertake scheduled checks to ensure that:

- medication remains in date;
- storage conditions remain appropriate;

- refrigerator temperatures are monitored;
- emergency medication remains available;
- controlled drug records remain accurate;
- any concerns are addressed promptly.

Findings from medication audits, incidents and near misses will be reviewed by senior leaders to identify learning, strengthen procedures and continuously improve the school's healthcare arrangements.

Section 13

DOCUMENTATION AND RECORD KEEPING

Recording accurately. Sharing appropriately. Identifying concerns.

Accurate, timely and comprehensive record keeping is fundamental to the safe management of medical care. Records provide evidence that medication has been administered appropriately, support continuity of care, enable effective communication between professionals and families, and contribute to the school's wider safeguarding responsibilities.

Riverside Bridge School maintains clear and consistent documentation relating to pupils' medical needs. Records are completed contemporaneously, stored securely and reviewed regularly to ensure they remain accurate, up to date and reflective of each pupil's current healthcare needs.

The school recognises that medical records form part of a wider system of safeguarding and pupil welfare. Information recorded within medication records, Individual Healthcare Plans, first aid records and intimate care documentation may collectively identify emerging patterns of concern that require further review or safeguarding intervention.

Medication administration records (MARs)

Every occasion on which medication is administered will be recorded immediately using the school's approved Medication Administration Record system, Evolve.

Medication records will include:

- the pupil's name;
- the name of the medication;
- dosage administered;
- date and time of administration;
- route of administration;
- the name and signature (or electronic equivalent) of the member of staff administering the medication;
- where applicable, the second checker;
- any refusal, omission or variation from the prescribed instructions;
- any observed side effects or concerns.

Medication records provide a legal record of administration and must therefore be completed accurately and without delay.

Individual healthcare records

Each pupil requiring medical support will have healthcare documentation appropriate to their individual needs.

This may include:

- Individual Healthcare Plans;
- Emergency Healthcare Plans;
- Allergy Action Plans;
- Clinical care plans provided by healthcare professionals;
- Risk assessments relating to medical needs.

Healthcare records will be reviewed regularly and updated whenever a pupil's medical needs change.

Confidentiality and information sharing

Medical information is confidential and will be handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Confidentiality and Data Protection policies.

Information will only be shared with those members of staff and professionals who have a legitimate professional need to know in order to safeguard the pupil, deliver appropriate healthcare or fulfil their professional responsibilities.

Where medical concerns indicate potential safeguarding concerns, information will be shared appropriately with the safeguarding team in accordance with the Safeguarding and Child Protection Policy.

Record retention

Medical records will be retained securely in accordance with statutory requirements, the school's Record Retention Schedule and data protection legislation.

When pupils transfer to another educational setting, relevant healthcare information will be shared securely with the receiving school where appropriate, ensuring continuity of care and safeguarding.

Daily monitoring and communication

Effective communication between staff is essential to ensuring that pupils receive safe, consistent and co-ordinated healthcare throughout the school day. Riverside Bridge School recognises that many pupils have complex medical, communication and sensory needs and that subtle changes in presentation may indicate emerging health concerns. Daily monitoring and professional communication therefore form an integral part of the school's healthcare and safeguarding arrangements.

Healthcare information is routinely shared through daily handovers, multidisciplinary discussions, communication records and other agreed systems to ensure that all relevant staff remain informed of significant medical information affecting the pupils they support.

Information shared may include:

- medication administered or due to be administered;
- medication refusals or omissions;
- first aid provided;
- changes in a pupil's health or medical presentation;
- changes in eating, drinking or nutritional intake;
- seizure activity or other significant medical events;
- injuries or accidents;
- concerns relating to allergies or potential allergen exposure;
- communication received from parents/carers;
- advice received from healthcare professionals;
- any follow-up actions required during the school day.

The school recognises that no single record should be viewed in isolation. Medication records, first aid records, intimate care records, healthcare plans, daily communication logs and safeguarding records are considered collectively to identify emerging patterns, recurring concerns or changes in a pupil's presentation that may require further assessment or intervention.

Where patterns or concerns are identified, these will be discussed with the Healthcare Assistant and, where appropriate, the safeguarding team, parents/carers or relevant healthcare professionals to determine whether further medical assessment, review of the Individual Healthcare Plan or safeguarding action is required.

Daily communication and effective information sharing enable staff to provide co-ordinated, person-centred care while ensuring that medical needs, safeguarding and educational provision operate as one integrated system.

Audit and quality assurance

Documentation will be reviewed routinely by the Healthcare Assistant to monitor completeness, accessibility, record keeping and implementation.

Any matter requiring clinical judgement, amendment or review will be referred to the Nursing Team or other appropriately qualified healthcare professional. Regular audit activity will include review of:

- medication administration records;
- Individual Healthcare Plans;
- emergency medication records;
- controlled drug documentation;
- allergy records;
- first-aid records;

- medication incidents and near misses.

Where audits identify omissions, trends or areas for improvement, appropriate action will be taken, including additional training, procedural review or amendments to healthcare arrangements where necessary.

Section 14

EDUCATIONAL VISITS, OFF-SITE ACTIVITIES AND TRANSPORT

Planning ahead. Maintaining care. Enabling participation.

Riverside Bridge School is committed to ensuring that pupils with medical conditions have equal access to educational visits, community-based learning, enrichment activities, work-related learning and other off-site experiences. Medical conditions should not, in themselves, prevent a pupil from participating in activities that form part of the curriculum or wider school life.

The school recognises that educational visits and off-site activities may present additional risks for pupils with complex medical needs. Appropriate planning, risk assessment and communication are therefore essential to ensure that healthcare arrangements remain safe, effective and proportionate throughout the activity.

Healthcare planning for educational visits forms part of the school's wider commitment to inclusion, reasonable adjustments and safeguarding.

Planning educational visits

Healthcare arrangements will be considered as part of the planning process for all educational visits, routine community-based learning and off-site activities. Planning will always be proportionate to the pupil's individual medical needs, the nature of the activity and any identified risks.

Where appropriate, planning will include consideration of:

- Individual Healthcare Plans and Emergency Healthcare Plans;
- medication requirements throughout the activity;
- allergy management and dietary requirements;
- emergency procedures;
- staffing ratios, staff competency and supervision;
- transport arrangements;
- access to emergency services;
- environmental and weather-related factors;
- specialist medical equipment;
- communication arrangements with parents/carers.

Planning should begin sufficiently early to allow any additional training, equipment, medication or reasonable adjustments to be put in place before the activity takes place.

Medication and medical equipment

All medication and medical equipment required during educational visits, community-based learning and off-site activities must accompany the pupil throughout the activity.

This may include:

- prescribed medication;
- emergency medication;
- feeding equipment;
- oxygen;
- suction equipment;
- specialist communication equipment;
- moving and handling equipment;
- other equipment identified within the Individual Healthcare Plan.

Medication and equipment will be transported securely while remaining readily accessible whenever required.

The Visit Leader will ensure that medication is checked before departure and returned safely to school following the visit.

Staffing

The Visit Leader will ensure that sufficient appropriately trained staff accompany the visit to safely support pupils' medical needs.

This includes ensuring that:

- there is a first aider on each visit;
- staff understand relevant Individual Healthcare Plans;
- staff know how to recognise medical deterioration;
- staff understand emergency procedures;
- staff know how to summon emergency assistance;
- staff are authorised and competent to administer medication where required.

Where specialist clinical procedures are required, appropriately trained members of staff must accompany the visit.

Risk assessment

Healthcare considerations will form part of the overall educational visit risk assessment.

Risk assessments will consider factors including:

- the medical needs of individual pupils;
- access to emergency services;
- travel times;

- environmental hazards;
- medication storage requirements;
- weather conditions where relevant;
- supervision arrangements;
- contingency planning.

Reasonable adjustments will be implemented wherever possible to enable pupils with medical conditions to participate safely.

Residential visits

Where residential visits are undertaken, additional planning will be completed to ensure that pupils' healthcare needs can continue to be met safely throughout the visit.

This may include:

- additional staffing;
- enhanced medication arrangements;
- overnight healthcare procedures;
- refrigeration requirements;
- secure medication storage;
- liaison with the venue;
- emergency healthcare planning.

Parents/carers will be involved in planning arrangements where appropriate.

Home-to-school transport

The school recognises that some pupils require medication, emergency healthcare arrangements or specialist medical equipment whilst travelling to and from school.

Where medical support is required during transport, arrangements will be agreed in partnership with parents/carers, the Local Authority transport provider and relevant healthcare professionals.

Where appropriate:

- emergency medication will accompany the pupil during transport;
- transport staff will be informed of emergency procedures where agreed through the pupil's Individual Healthcare Plan;
- appropriate communication arrangements will be in place between transport providers and the school;
- any medical incidents occurring during transport will be communicated promptly to the school and parents/carers.

Routine community-based learning

The school recognises that many pupils participate in frequent community-based learning as part of their planned curriculum.

Unlike occasional educational visits, these activities take place routinely throughout the academic year and may include visits within the local community, travel training, shopping, cafés, leisure facilities, work-related learning, sporting activities and Preparing for Adulthood programmes.

Healthcare arrangements for these activities will be embedded within normal school practice. Staff will ensure that medication, emergency medication, communication systems and relevant healthcare information accompany pupils whenever required, and that appropriate risk assessments remain current and proportionate to the activity.

Where pupils regularly access the same community locations, healthcare arrangements and risk assessments may be reviewed periodically rather than recreated for each individual visit, provided that the activity and the pupil's medical needs have not changed.

Following educational visits

Following any educational visit involving a significant medical incident, administration of emergency medication or healthcare concern, the school will undertake a review to identify any learning that may strengthen future practice.

Where appropriate, this review may include:

- referring the Individual Healthcare Plan to the Nursing Team for review where appropriate;
- reviewing risk assessments;
- identifying additional staff training;
- reviewing medication arrangements;
- sharing learning with relevant staff.

Section 15

MONITORING, AUDIT AND GOVERNANCE

Monitoring practice. Learning from incidents. Strengthening safety.

Riverside Bridge School is committed to maintaining high standards of healthcare provision through effective leadership, regular monitoring and a culture of continuous improvement. Healthcare arrangements are routinely reviewed to ensure that they remain safe, effective, responsive to pupils' needs and compliant with statutory guidance.

The school recognises that robust governance extends beyond compliance. Regular audit, reflection and quality assurance enable leaders to identify strengths, respond to emerging risks and continually improve the quality of medical support provided to pupils.

Monitoring arrangements also ensure that healthcare systems operate alongside safeguarding, attendance, inclusion and educational provision as part of a single, integrated approach to supporting pupils.

Operational monitoring

The Healthcare Assistant is responsible for the day-to-day operational oversight of healthcare arrangements across the school and will undertake routine monitoring of:

- medication administration records;
- the availability, currency and operational implementation of Individual Healthcare Plans and Emergency Healthcare Plans, with any clinical concerns referred to the Nursing Team;
- emergency medication and expiry dates;
- allergy management arrangements;
- controlled drugs;
- refrigerator temperature monitoring;
- medication storage arrangements;
- staff training and competency records;
- medication incidents and near misses.

Where concerns are identified, appropriate action will be taken promptly to reduce risk and improve practice.

Leadership oversight

The Senior Leadership Team will maintain strategic oversight of the school's healthcare arrangements through regular review of:

- medication incidents and trends;

- emergency medication usage;
- significant medical incidents;
- allergy incidents;
- safeguarding concerns linked to healthcare;
- audit findings;
- staff training compliance;
- policy implementation.

Healthcare will be considered alongside safeguarding, attendance and pupil wellbeing to ensure that emerging risks are identified early and managed effectively.

Audit and quality assurance

Regular audit forms an important part of the school's quality assurance processes.

The school will also periodically review its medical emergency preparedness to ensure that staff remain familiar with emergency response procedures, communication arrangements, emergency medication systems and escalation processes. Reviews may include emergency medication checks, scenario-based discussions, simulated emergency responses or other quality assurance activities appropriate to the needs of the school. Any learning identified will be incorporated into staff training, operational procedures and future policy review where appropriate.

Audit activity may include review of:

- medication records;
- Individual Healthcare Plans;
- first aid records;
- intimate care records;
- medication errors;
- near misses;
- emergency responses;
- clinical equipment checks;
- compliance with policy and procedures.

Findings from audits will be used to identify learning, strengthen systems and inform staff training where appropriate.

Allergy safety audit

Allergy safety will form part of the school's annual healthcare audit programme. This will include:

- review of the Allergy Register;
- review of Individual Healthcare Plans and Allergy Action Plans;
- audit of emergency medication availability;
- review of medication expiry dates;
- audit of emergency medication bag compliance;

- review of allergy incidents;
- review of significant near misses;
- review of staff allergy training and competency;
- review of catering and food management procedures;
- identification of actions required to strengthen allergy safety.

Learning from incidents

The school promotes a culture of openness, reflection and continuous improvement. Medication incidents, near misses and significant medical events are viewed as opportunities to strengthen systems rather than simply identify individual error.

Following significant incidents, the school will, where appropriate:

- review the circumstances surrounding the incident;
- identify contributory factors;
- implement any immediate safety actions required;
- review Individual Healthcare Plans or risk assessments;
- provide additional staff training where necessary;
- amend procedures where improvements are identified;
- share learning with relevant staff.

Where safeguarding concerns are identified, these will be managed in accordance with the Safeguarding and Child Protection Policy.

Governor and trust oversight

Governors will receive annual assurance regarding the effectiveness of the school's healthcare and allergy management arrangements. Assurance information may include:

- policy compliance;
- statutory compliance;
- healthcare audit outcomes;
- medication incidents;
- allergy incidents;
- significant near misses;
- emergency medication availability;
- medication expiry audits;
- staff training and competency compliance;
- findings from allergy safety audits;
- emergency preparedness;
- implementation of recommendations arising from incidents, audits or reviews.

Governors will seek assurance that the school continues to meet its legal responsibilities while providing safe, effective and inclusive healthcare for all pupils.

Policy review

This policy will be reviewed:

- annually;
- following significant changes in legislation or statutory guidance;
- following significant medical incidents where policy amendments are required;
- where operational practice identifies the need for revision.

The review process will take account of audit findings, incident reviews, feedback from staff, parents/carers, governors, healthcare professionals and changes to legislation and statutory guidance, including any future statutory requirements arising from amendments relating to allergy safety.

Riverside Bridge School recognises that effective healthcare is founded upon strong partnerships between education, families, healthcare professionals and other agencies. Through regular review, professional reflection and a commitment to continual improvement, the school will ensure that its healthcare arrangements continue to meet the changing needs of pupils while maintaining the highest standards of safety, inclusion and clinical governance.

Section 16

COMMITMENT TO SAFE AND INCLUSIVE HEALTHCARE

Integrating care. Promoting inclusion. Supporting every pupil.

Riverside Bridge School believes that effective healthcare is fundamental to enabling every pupil to access education, participate fully in school life and achieve the best possible outcomes.

The school is committed to providing a safe, inclusive and person-centred approach to healthcare through strong partnerships with pupils, families, healthcare professionals and external agencies.

By maintaining high standards of safe healthcare practice, robust governance and continual professional development, Riverside Bridge School aims to ensure that every pupil receives the care, support and reasonable adjustments they need to thrive.

At Riverside Bridge School, healthcare, safeguarding and education are inseparable. Together they enable pupils to be safe, healthy, included and ready to achieve their fullest potential.

Section 17

RELATED POLICIES & FRAMEWORKS

Connecting practice. Strengthening consistency.

This policy should be read alongside the school's wider safeguarding, health, safety and inclusion framework. Together, these policies provide a co-ordinated approach to supporting pupils' health, wellbeing, safety and access to education.

In particular, this policy should be read in conjunction with the following:

- Safeguarding and Child Protection policy
- Attendance policy
- First aid policy
- Intimate care policy
- Restrictive physical intervention policy
- Health and Safety policy
- Educational visits policy
- Infection Prevention and Control policy
- Accessibility plan
- Equality and inclusion policy
- SEND policy
- Data Protection and Confidentiality policy

This policy should also be read alongside the school's operational healthcare procedures and associated documentation. The Healthcare Assistant co-ordinates the school's operational healthcare documentation and record-keeping systems. Individual Healthcare Plans, Emergency Healthcare Plans, Allergy Action Plans and other clinical plans remain subject to the clinical oversight, development and review arrangements established by the Nursing Team or other appropriately qualified healthcare professionals.

Operational forms and recording systems may be updated without requiring amendment to this overarching policy, provided that any changes remain consistent with its principles and statutory requirements.

APPENDICES

Appendix 1 – Statutory guidance and legislative framework

The Healthcare Assistant co-ordinates the school's operational healthcare forms, records and documentation systems to ensure that current versions are available and used consistently. Individual Healthcare Plans, Emergency Healthcare Plans, Allergy Action Plans and other clinical plans remain subject to the clinical oversight, development and review arrangements established by the Nursing Team or other appropriately qualified healthcare professionals.

Primary legislation

- Children and Families Act 2014 (Section 100)
- Education Act 2002
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Social Care Act 2008
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Statutory guidance

- Department for Education: *Supporting pupils at school with medical conditions* (Statutory Guidance)
- Department for Education: *Keeping Children Safe in Education* (2026)
- HM Government: *Working Together to Safeguard Children* (March 2026)
- Department for Education: *School Attendance: Working Together to Improve School Attendance*
- Department for Education: *Guidance on the Use of Emergency Salbutamol Inhalers in Schools*
- Department for Education: *Guidance on the Use of Adrenaline Auto-Injectors in Schools*

Healthcare guidance

The school also has regard to relevant guidance produced by:

- NHS England
- National Institute for Health and Care Excellence (NICE)
- Resuscitation Council UK
- British Society for Allergy and Clinical Immunology (BSACI)
- Royal College of Nursing (RCN)

- Medicines and Healthcare products Regulatory Agency (MHRA)
- Local NHS Trusts and Community Children's Nursing Teams

Safeguarding guidance

Healthcare arrangements within Riverside Bridge School operate alongside the school's safeguarding responsibilities.

Relevant safeguarding guidance includes:

- Keeping Children Safe in Education (2026)
- Working Together to Safeguard Children (March 2026)
- Local Safeguarding Partnership procedures
- Local Authority safeguarding guidance

Allergy safety

The school recognises the statutory requirements relating to allergy safety within educational settings and has developed this policy to reflect current legislation, statutory guidance and recognised good practice. This includes:

- the allergy safety requirements introduced through amendments to the Children and Families Act 2014 (commonly referred to as Benedict's Law);
- the Department for Education consultation Supporting pupils at school with medical conditions (Medical Conditions at School: Statutory Guidance Consultation);
- current national guidance relating to the recognition, prevention and management of anaphylaxis within schools.

The school will review this policy promptly following any changes to legislation or statutory guidance relating to allergy safety.

Local policies

This policy should be read alongside Riverside Bridge School's:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Intimate Care Policy
- Attendance Policy
- Positive Support Policy
- Restrictive Physical Intervention Policy
- Health and Safety Policy
- Risk Assessment and Risk Management Policy
- Educational Visits Policy
- Infection Prevention and Control Policy

- Accessibility Plan
- Equality, Diversity, Equity and Inclusion Policy
- SEND Policy
- Data Protection Policy
- Record Retention Policy

Operational documentation

The operational forms, healthcare records and clinical documentation referenced throughout this policy are maintained separately by the Healthcare Assistant to ensure that the most up-to-date versions are always in use.

These documents include, but are not limited to:

- Individual Healthcare Plans (IHPs)
- Emergency Healthcare Plans
- Medication Administration Records (MARs)
- Parental Consent for Medication Forms
- Allergy Action Plans
- Medication Error and Near Miss Reporting Forms
- Healthcare Training Records
- Emergency Medication Checklists
- Medical Equipment Monitoring Records

Operational documentation may be updated in response to changes in clinical practice, legislation or local procedures without requiring amendment to this overarching policy, provided such changes remain consistent with the principles and requirements set out within this policy.

Appendix 2

RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

MEDICAL EMERGENCY
QUICK RESPONSE GUIDE

STAY CALM • ACT QUICKLY • FOLLOW THE PLAN • KEEP THE PUPIL SAFE

ALWAYS FOLLOW THE PUPIL'S INDIVIDUAL HEALTHCARE PLAN (IHP) AND EMERGENCY HEALTHCARE PLAN (EHP).

1 RECOGNISE
Identify signs of a medical emergency

- Difficulty breathing or changes in breathing
- Signs of anaphylaxis (allergic reaction)
- Prolonged or repeated seizures
- Collapse or loss of consciousness
- Severe allergic reaction
- Significant bleeding
- Choking
- Diabetic emergency
- Sudden deterioration in colour, responsiveness or alertness
- Any sudden change from the pupil's usual presentation

Many pupils may not be able to communicate their symptoms.

Look for changes in behaviour, breathing, colour, mobility, communication, eating or drinking.

2 RESPOND
Take immediate action

- Remain calm and reassure the pupil where appropriate
- Summon assistance from another member of staff
- Follow the pupil's Individual Healthcare Plan (IHP) and Emergency Healthcare Plan (EHP)
- Administer emergency medication if trained and authorised
- Send another member of staff to contact the Healthcare Assistant or senior leader
- Never leave the pupil alone

If you are unsure about the severity of the situation, ALWAYS treat it as a medical emergency.

3 ESCALATE
Seek additional support

- Contact the Healthcare Assistant immediately.
- Inform a member of the Senior Leadership Team.
- Call 999 where indicated within the pupil's Emergency Healthcare Plan (EHP), following administration of emergency medication where required, or whenever the pupil's condition is life-threatening or rapidly deteriorating.
- Ensure emergency medical treatment is accessed without delay where required.

INFORM PARENTS/ CARERS as soon as reasonably practicable once the pupil's immediate safety has been secured.

4 STAY WITH THE PUPIL
Until help arrives

- Continue monitoring the pupil's condition
- Provide reassurance appropriate to the pupil's communication needs
- Administer further medication only where this forms part of the EHP
- Maintain the pupil's dignity and privacy
- Ensure emergency responders receive all relevant healthcare information

Take the IHP/EHP and emergency medication with the pupil if transfer to hospital is required.

5 RECORD AND REPORT
Document and communicate

- Complete all relevant medical records as soon as possible
- Record medication administered
- Record the sequence of events and actions taken
- Inform parents/carers
- Notify the Healthcare Assistant
- Notify the Headteacher or senior leader where appropriate
- Notify the Designated Safeguarding Lead (DSL) if the incident raises safeguarding concerns

Accurate records support pupil safety, safeguarding and future learning.

6 REVIEW AND LEARN
Reflect and improve

- The effectiveness of the emergency response
- Whether the IHP/EHP remains appropriate
- Whether risk assessments require amendment
- Whether additional staff training is required
- Whether changes to procedures or equipment are necessary
- Learning will be used to strengthen practice and improve healthcare provision across the school

Learning today improves safety tomorrow.

— ALWAYS REMEMBER —

- Every pupil is unique.
- Follow the Individual Healthcare Plan.
- Emergency medication should always accompany the pupil.
- If in doubt, seek emergency medical assistance.
- Record and report all incidents promptly.

This guide should always be used alongside the pupil's Individual Healthcare Plan (IHP) and Emergency Healthcare Plan (EHP).

Appendix 3 – Compliance with statutory allergy safety requirements

The revised policy places allergy safety alongside safeguarding and medical care as a core element of the school's health and safety framework. Key developments include:

- **Dedicated allergy safety section** - A comprehensive section on allergy management and anaphylaxis has been introduced, rather than treating allergies as part of general medication procedures. This reflects the direction of travel within the legislation.
- **Individual allergy planning** - All pupils with diagnosed allergies are supported through Individual Healthcare Plans and, where appropriate, Allergy Action Plans developed in partnership with families and healthcare professionals.
- **Enhanced staff training** - The policy requires regular allergy awareness and anaphylaxis training, including recognition of allergic reactions, administration of adrenaline auto-injectors (AAIs) and emergency response procedures.
- **Immediate access to emergency medication** - Emergency medication accompanies pupils throughout the school day and on all educational visits via designated emergency medication bags, ensuring rapid access wherever pupils are located.
- **Risk reduction measures** - The policy introduces clear expectations around food management, catering, curriculum activities, educational visits, environmental controls and reasonable adjustments to minimise the risk of allergen exposure whilst recognising that no school can guarantee an allergen-free environment.
- **Learning from incidents and near misses** - In anticipation of the stronger governance expected under Benedict's Law, the policy requires all allergy incidents and significant near misses to be recorded, reviewed and used to improve systems, staff training and risk management.
- **Governance and oversight** - Governors receive assurance through regular monitoring of allergy incidents, staff training, emergency medication arrangements, audits and policy compliance as part of the school's wider healthcare governance arrangements.
- **Continuous review and improvement** - The school will continue to review and strengthen its allergy management arrangements in response to changes in legislation, statutory guidance, clinical practice and lessons learned through monitoring, audit and incident review.

RIVERSIDE
BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE

BENEDICT'S LAW

SAFETY
INCLUSION
WELLBEING

Riverside Bridge School has strengthened its Medical Needs, Medication and Allergy Safety Policy to reflect the current statutory allergy safety framework and the allergy safety requirements introduced through amendments to the Children and Families Act 2014 (commonly referred to as Benedict's Law).

Our policy places allergy safety alongside safeguarding and medical care as a core element of our health and safety framework.

1. DEDICATED ALLERGY SAFETY

A comprehensive section on allergy management and anaphylaxis has been introduced as a core part of the school's healthcare and safeguarding framework, reflecting current statutory allergy safety requirements.

2. INDIVIDUAL ALLERGY PLANNING

All pupils with diagnosed allergies have an Individual Healthcare Plan and, where appropriate, an Allergy Action Plan developed with families and healthcare professionals.

3. ENHANCED STAFF TRAINING

Staff receive regular allergy awareness and anaphylaxis training, including recognition of allergic reactions, administration of adrenaline auto-injectors (AAIs) and emergency response procedures.

4. IMMEDIATE ACCESS TO EMERGENCY MEDICATION

Emergency medication accompanies pupils throughout the school day and on all educational visits via designated emergency medication bags, ensuring rapid access wherever pupils are.

5. RISK REDUCTION MEASURES

Clear expectations around food management, catering, curriculum activities, educational visits, environmental controls and reasonable adjustments minimise the risk of allergen exposure. We recognise that no school can guarantee an allergen-free environment.

6. LEARNING FROM INCIDENTS

All allergy incidents and significant near misses are recorded, reviewed and used to improve systems, staff training and future risk management.

7. GOVERNANCE & OVERSIGHT

Governors receive assurance through regular monitoring of allergy incidents, staff training, emergency medication arrangements, audits and policy compliance as part of our healthcare governance.

8. COMMITMENT TO FUTURE COMPLIANCE

The school will continue to review and strengthen its allergy management arrangements in response to future changes in legislation, statutory guidance, clinical practice and lessons learned through monitoring, audit and incident review.

MEETING THE NEEDS OF OUR PUPILS

We recognise that many of our autistic pupils and those with complex communication needs may not be able to communicate the symptoms of an allergic reaction.
Our staff are trained to recognise behavioural, sensory and physiological changes and to act quickly to keep pupils safe.

GOVERNOR ASSURANCE

Riverside Bridge School has proactively aligned our policy with the key principles emerging from Benedict's Law. We are in a strong position to meet future statutory requirements and, most importantly, to keep our pupils with allergies safe and able to thrive.

**Safe today.
Empowered tomorrow.
Achieving together.**

OUR COMMITMENT

- Every pupil known, safe and supported
- Partnership with families and professionals
- High standards of training and preparedness
- Continuous monitoring and improvement
- Inclusion, dignity and opportunity for all

This policy will continue to evolve as Benedict's Law progresses, ensuring our pupils remain protected now and in the future.