



# Roman Road Primary School

## Policy for Supporting Pupils in Schools with Medical Conditions

To review March 2023

- **Introduction – An Inclusive Community**

Roman road primary is an inclusive community that aims to support and welcome pupils with medical conditions to provide the same opportunities as others at school.

This school aims to include all pupils with medical conditions in all school activities

At Roman road primary we understand that medical conditions should not be a barrier to learning so we will ensure that all staff understand their duty of care to children in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. There will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

### **Community Consultation**

This school will consult on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- head teacher & teachers
- special educational needs coordinator
- members of staff trained in first aid
- all other school staff
- school governors

The views of pupils with various medical conditions have been sought and considered as part of the consultation process.

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

### **School and Community Involvement in the Policy**

**Pupils are informed and regularly reminded about the medical conditions policy:**

- in personal, social and health education (PSHE) classes

**Parents are informed and regularly reminded about the medical conditions policy:**

- by including the policy statement in the school's prospectus and signposting access to the policy at the start of the school year, when communication is sent out about Healthcare Plans

- Schools Website

- when their child is enrolled as a new pupil and via the school's website (where it is available all year round)

**School staff are informed and regularly reminded about the medical conditions policy:**

- through regular updates at staff meetings and at other times during the year
- at scheduled medical conditions training
- through the key principles of the policy being displayed in school website
- through school-wide communication about results of the monitoring and evaluation of the policy

In addition, supply and visiting temporary staff are informed of the policy and of their responsibilities.

**Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:**

- school nurse
- through communication about results of the monitoring and evaluation of the policy

**Governors agree the policy and review it every 2 years**

All other external stakeholders are informed and reminded about the school's medical conditions policy via school website:

**Staff Awareness and Training**

- Staff are aware of the most common serious medical conditions at this school and they understand their duty of care to pupils in the event of an emergency. In an emergency

situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication.

- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication.
- Staff who work with groups of pupils at this school receives training and knows what to do for the pupils in their care with medical conditions. Training is refreshed when required (between 1-3 years).
- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff.
- This school uses Healthcare Plans and Medical boards displayed in each class to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance. These are displayed on Medical boards in each class

### **General Emergency Procedures**

The school will ensure that all staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give who to contact within the school.
- New staff and supply staff are inducted into school processes.
- Action to take in a general medical emergency is displayed in prominent locations for staff.
- If a pupil needs to be taken to hospital and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- Staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

### **Administering Medication**

- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of a member of staff at the school - even if the pupil can administer the medication themselves. (Pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils. At Roman road primary parents are asked for **two** Epipen and Asthma inhalers. All medicines for children from Years

1 – 6 are then kept 1 in the classroom and 1 in the medical room. Medicines for children in Nursery and Reception are kept in the EYFS classroom in a cupboard out of reach of pupils.

- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents at this school have been notified that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

### **Storing Medicines at School**

- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept in a cupboard in the school.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in the medical room and EYFS fridges inaccessible to pupils.

### **Safe Disposal**

- If parents do not pick up out-of-date medication, or it is not collected at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school.
- Collection and disposal of sharps boxes is dealt with appropriately.

### **Record keeping & Healthcare Plans**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Parents are informed about the list in (Storage and Access to Healthcare Plans)

### **Drawing up Healthcare Plans**

This School uses a Healthcare Plan to record important details about individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. The Health Care Plan is drawn up by School nurse, SENCO in liaison with the parent/carer.

#### *See Appendix 1*

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.

#### *See Appendix 2*

If a pupil has a **short-term medical condition** that requires medication during school hours, a medication form plus explanation is completed by the pupil's parents.

#### *See Appendix 1 and 2*

### **School Healthcare Plan Register**

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.

#### *See Appendix 3*

The responsible member of staff clarifies the details on a pupil's Healthcare Plan with the parents, if necessary.

### **Ongoing Communication and Review of Healthcare Plans**

- Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- The school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date on a yearly basis.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year with School Nurse, SENCO, and parents.

### **Storage and Access to Healthcare Plans**

- Parents are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept with the pupil's medication in the Medical Room and in the pupil's records file in the school office. Lists are displayed around the school so all staff are aware of any medical conditions some pupils may have and so are able to support and assist them as part of our health and safety and duty of care.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- This school ensures that all staff protect pupil confidentiality.
- This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.
- This permission is included on the Healthcare Plan.
- This school seeks permission from the parents before sharing any medical information with any other party.

## Use of Healthcare Plans

Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a healthcare plan with the parent/school nurse. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

## Consent to Administer Medicines

If a pupil requires regular prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine. *Appendix 2/3* is used to record this.

## Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit (*Appendix 8*). This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All parents of pupils with a medical condition attending a school visits or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the visit.
- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- Non prescribed medication is administered if signed for residential visits only (e.g. travel sickness pills and Calpol).

## Other Record Keeping

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. *See Appendix 4*



This school holds training on common and specific medical conditions, led by a healthcare professional. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staffs are suitably trained. *See Appendix 5*

## **An inclusive school environment for children with medical conditions**

### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions, this includes school visits and journeys.

### **Social interactions**

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social difficulties that pupils with medical conditions may experience. Staff uses this knowledge to try to prevent and deal with difficulties in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE), Assemblies lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and visiting sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

## **Education and learning**

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Staff at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inclusion Manager. The school's Inclusion Manager consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

## **Residential visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

## **Reducing or eliminating common triggers that can exacerbate medical conditions**

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The school has a list of potential triggers for the common medical conditions on care plan at this school. If required, the school will produce a trigger reduction schedule and will actively work towards reducing or eliminating these health and safety risks.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

## **Roles and responsibilities**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Governors**

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." *Supporting Pupils with Medical Conditions April 2014.*

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

### **Headteacher**

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- liaise between interested parties including pupils, school staff, and special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, and local emergency care services.
- ensure the policy is put into action, with good communication of the policy to all.
- ensure every aspect of the policy is maintained.
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans.
- ensure pupil confidentiality.
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy.
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register (see Appendix 3 'Children with Medical

Conditions).

- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

### **All school staff**

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- understand the school's medical conditions policy.
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- allow all pupils to have immediate access to their emergency medication.
- maintain effective communication with parents including informing them if their child has been unwell at school.
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure prescription medication or a medical procedure is undertaken by a trained member of staff.

## **Teaching staff**

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- liaise with parents, the pupil's healthcare professionals, and Inclusion Manager if a child is falling behind with their work because of their condition.
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

## **School nurse or school healthcare professional**

School Nursing will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Initiating and updating health care plans, regularly.
- Informing the school of pupils in need for a health care plan.
- Helping update the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions.
- Collating relevant health information to support pupil, family and school to inform the health care plan.
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.
- The School Nurse will seek permission from the parent/s of children who have or require a health care plan.

## **First aider**

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, ensure that an ambulance or other professional medical help is called.

## **Inclusion Manager**

The Inclusion Manager at this school will have the responsibility to:

- help update the school's Medical Condition Policy with Head teacher
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests

## **Local doctors and specialist healthcare professionals**

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents.
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition.
- ensure the child or young person knows how to take their medication effectively.
- ensure children and young people have regular reviews of their condition and their medication.
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).
- **Emergency care services**

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care.

## **Pupils**

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

## **Parent\***

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child and provide the school with 2 of the medication in the original container and labelled
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school and 48 hours after vomiting/diarrhoea.

- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

**This school considers it to be unacceptable practice to:**

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- send children who have become ill to the school office or medical room unaccompanied, or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school visits, eg by requiring parents to accompany the child.



## **Policy Review**

This school's Medical Condition Policy is reviewed, evaluated and updated every 2 years, in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance will feed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- Pupils – the views of pupils with various medical conditions are active sought and considered
- Parents
- School nurse and/or school healthcare professionals
- Headteacher
- Teachers
- Inclusion Manager
- First aiders
- All other school staff
  
- School governors

Policy written:

Policy reviewed:

## Appendix 1

Private and Confidential

Health Care plan for a pupil with Medical Needs

Name:

Address:

Date of birth:

Conditions(s): list child's medical conditions, any medical devices they may have in situ

School:

Class:

Date of Plan: date plan compiled/reviewed

Review Date: date for review (this should be changed after plan is reviewed/amended). Usually at least yearly.

---

1. Information about (insert name child)'s health.
--

Description and explanation of child's condition and how this affects them. This should be written in simple terms which can be understood by layman. Any medical jargon used should be followed by an explanation as to what this means.

This should also include the entire child's needs for example their mobility, hygiene, communication and/or feeding needs in addition to the main health concern.

Describe what is normal for the child – their own abilities

2. Information about (insert name child)'s (medical device)

If the child has a medical device in place, a diagram and explanation of how it works should be placed here. If they do not, delete this section

3. Daily requirements for (insert name child) Remove italic and insert name

Use this section to identify what care needs are to be given to the child on a daily basis. Ask the parents what they expect education staff to be giving to their child during the school day. This could be any of the following (this is not exhaustive):

- Observation of the child: what signs and symptoms needs to be observed for and what actions needs to be taken if they are observed
- Medication to be given, name of drug, dose, route, time to be given and any special requirements (ie with food via spacer)
- Whether the child needs special arrangements ie during class time, Physical Exercise, break times.

4. What is an emergency for (insert name child)?

Use this section to identify what the parents' class as an emergency for their child and what do they expect school staff to do should the situation arise. In situations where medication needs to be administered this should be supported by a medical letter confirming treatment, dose and route. This may cover any or all of the following aspects (not exhaustive):

- An emergency when parents are called to collect the child
- An emergency when an ambulance needs to be called.
- An emergency when staffs are required to intervene – whether this is with medication or first aid. Signs and symptoms need to be clearly identified so staff are aware of what to observe the child for. It should be very clear and in bullet points/flow chart to ensure staff can follow the plan easily. This part of the care plan can be cut and paste in order for it to be laminated and placed with emergency medication/devices as required.

Record of staff trained in giving care/medication as stated on Care Plan

Table can be inserted with staff name, role and signature to state they agree they have been trained and will deliver care as trained.

**Contact Information for** (insert name child):

Family contact 1:

Family contact 2:

Name:

Name:

Relationship:

Relationship:

Telephone numbers: 1.

Telephone numbers: 1.

Signatures
------------

A review of this Health Care Plan should be undertaken annually. It is the responsibility of the nursery/school to initiate this review and invite relevant parties to the review.

If any changes are made to the child's care, the care plan must also be changed to reflect this. If medication or feed related this should be accompanied by an updated letter from medics/dietician

Parent Name: Signed: Date: \_\_\_\_\_

SEND Manager Name: Signed: Date: \_\_\_\_\_

School Nurse Name: Signed: Date: \_\_\_\_\_

**A copy of this form should be kept with pupil's medication in school Medical Room**

**Appendix 2 - Individual Healthcare Plan - parental agreement for setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of child	
Date of birth	
Year group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school/setting policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Date for review:

**Appendix 3 - Record of medicine administered to an individual child**

Name of child

Date medicine provided by parent

Year group

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine


Staff signature

Signature of parent

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff


Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--





**Appendix 5 - Staff training record - administration of medicine**

Name	
Profession and title	
Type of training received	
Date of training completed	
Training provided by	

Trainer:

I confirm that \_\_\_\_\_ has received the training detailed above and is

competent to carry out any necessary treatment.

Trainer's signature

Date

Member of staff:

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

**Appendix 6 - Contacting the emergency services**

to request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

School telephone number	<b>020 7 476 1602</b>
Your name	
Your location	<b>Roman road Primary School, London</b>
Postcode	<b>E6 3SQ</b>
Exact location of the patient within the school setting	
Name of the child and a brief description of their symptoms	
Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient	<b>Main entrance on Roman road primary Road</b>

Put a completed copy of this form by the phone

## **Appendix 7 - Model letter inviting parents to contribute to Individual Healthcare Plan**

Date:

Dear Parent

### **Developing an individual Healthcare Plan for your child**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life. The level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people].

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak on the phone, if this would be helpful.

Yours sincerely,

**Appendix 8 - Pupils with medical conditions taking part in residential visits and out of school activities**

The school will not give your child medication unless you complete and sign this form. This form will be attached to the Healthcare Plan and taken on the visit.

Name of pupil	
Date of birth	
Year group	
Medical condition/illness	
Dates of visit	
Visit destination	

Contact details

Name	
Relationship to pupil	

Phone number (day)	
Mobile number	
Phone number (evening)	
Address	

Please provide any other information that the school needs to be aware of regarding your child's medical condition and recent health before the residential visit or out of school activity.

---



---



---



---



---

Medication 1	Medication 2
Name/type of medication (as described on the container)	Name/type of medication (as described on the container)
Expiry date	Expiry date
Dose & method	Dose & method

When it is taken	When it is taken
Are there any contraindications (signs when medication should not be given)	Are there any contraindications (signs when medication should not be given)
Are there any side effects that the school needs to know about?	Are there any side effects that the school needs to know about?
Self-administration  Yes  No  Yes        with supervision by a staff member	Self-administration  Yes  No  Yes        with supervision by a staff member
What to do in an emergency	What to do in an emergency



--	--

I understand that I must deliver the medication personally to:

Agreed member of staff \_\_\_\_\_

Signature of parent \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix 9**

### **First Aid Procedure for Accidents and Injuries**

**ALL INJURIES MUST BE REPORTED AND RECORDED in the Incident-Reporting Book**

#### **Cuts and Scratches/ Minor Scratches**

**The child to be sent to nearest teaching assistant who will accompany him/her to the welfare room for treatment.**

#### **Care of wounds/sickness**

**ALWAYS WEAR GLOVES**

**Clean wound/graze/cut with water or antiseptic wipe.**

**Always apply plaster to cuts and grazes (to prevent infection) and or cold compress depending on injury.**

**Dispose of soiled gloves in specially provided bin marked SOILED DRESSINGS.**

#### **Procedure following injury**

**Always, fill in a medical slip provided with name of child, date/time, and name of first aider and details of injury.**

**If further treatment is required, parents/carers will be called.**

**Parents/carers will be informed of any injury by or telephone.**

**All incidents of sickness and injury must be recorded in Accident/ Incident /illness reporting book and a copy sent home with the child.**

**An official accident form must be sent L.E.A for injuries of a semi/serious nature.**

**If you need any further help or advice, please see Miss Dodson.**