



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **POLICY ON SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AT SCHOOL**

Author:  
Date ratified at Full Trustees:  
Date to be reviewed:

Zoe Morrey  
Next meeting - 20<sup>th</sup> March 2023  
November 2023

## Supporting children with medical conditions at school:

This policy complies with the statutory guidance *Supporting Students at School with Medical Conditions* (December 2015) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 - 25 June 2014
- Safeguarding policy
- Accessibility Plan
- Teachers Standards 2012
- NASEN - Updating SEND policy 2014

This policy has been co-produced by the SENCo in liaison with the Senior Leadership Team and Health representatives.

### Staff Roles:

<b>SENCo:</b>	<b>Mrs Z Morrey</b>
<b>Deputy SENCo:</b>	<b>Mrs M McLean</b>
<b>Non-teaching Deputy SENCo:</b>	<b>Mrs E Myers</b>
<b>Headteacher:</b>	<b>Mr M Bellamy</b>
<b>Chair of Trustees:</b>	<b>Mr M Cockburn</b>
<b>School Nurse:</b>	<b>Mrs S Harvey</b>

## Introduction:

This policy is designed to meet the regulations that came into force on 1<sup>st</sup> September 2014, updated in December 2015, and details how Hilbre High School will make arrangements to support students at school with medical conditions. Hilbre High School's aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents/legal guardians of children with medical conditions are often concerned that their child/ward's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. Hilbre High School's aim is to ensure parents/legal guardians feel confident that we will provide effective support for their child/ward's medical condition and that students feel safe. In making decisions about the support we provide, Hilbre High School will establish relationships with relevant local health services to help them. In addition to the educational impacts, there are social and emotional implications associated with medical conditions.

Children may be self-conscious about their condition and some may develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. At Hilbre High School we recognise that reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

## Definition:

Students' medical needs may be broadly summarised as being of two types:

- a) **Short-term:** affecting their participation in school activities, which they are on a course of medication.
- b) **Long-term:** potentially limiting their access to education and requiring extra care and support.

## Aims:

The aims of this policy are:

- To ensure that Hilbre High School complies with the requirements of statutory guidance and that they are implemented effectively within the school.
- To ensure that our expectations of every student with medical needs and/or disabilities are sufficiently high and they are presented with maximum opportunity to achieve economic wellbeing.

**The specific aims/objectives of our Medical Conditions policy are as follows:**

- To support students with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional, in order to administer support or prescribe medication.
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, parents/legal guardians and students Individual Healthcare Plans, where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

**Objectives of the Board of Trustees in making provision for students with SEN:**

- Do its best to ensure that the necessary provision is made for any student who has a medical condition.
- Make sure that all staff are aware of the importance of identifying and making provision for students with medical conditions.
- Make sure that parents/legal guardians are notified of a decision by the school that medical provision is being made for their child/ward.
- Make sure students with medical conditions experience a broad and balanced curriculum alongside all other students, so far as is reasonably practical.
- Make sure, where the SENCo has been informed that a student has a medical condition, those needs are made known to all relevant staff.
- Ensure that all staff are aware of the Medical Needs policy of Hilbre High School.
- Ensure the school's Medical Needs policy is accessible to all students, staff and parents/legal guardians.
- To consult the Local Authority and support collaborative working.

**Admission arrangements:**

The Board of Trustees has agreed with the Local Authority admission criteria, which do not discriminate against students with medical needs or disabilities and its Admission policy has due regard for the statutory guidance 2014. Parents or legal guardians seeking the admission of a student with mobility difficulties are advised to approach the school well in advance so that consultations can take place.

**Co-ordination of Hilbre High School's Medical Needs Provision:**

It is the responsibility of the SENCo to monitor the provision of education for students with medical needs at the school, this is in conjunction with other designated key personnel, such as the school nurse and other members of the senior leadership team.

## **Arrangements for coordinating the provision of education for students with medical needs at Hilbre High School:**

### **a) Identification:**

The named person responsible for implementing the policy will ensure that the individual medical needs of students, where appropriate, is suitably recorded via an Individual Health Care Plan.

### **Students who make a mid-year application to Hilbre High School:**

For children starting at the school through the mid-year application process, the identification of medical needs of the student will be collected through completion of the admission form. If medical needs are required, these will be discussed during the initial meeting with the Head of Year, the Senior Leadership Team and health care professional, if required. If the need to complete an Individual Health Care Plan is required, the designated member of staff will attend to ensure the child has full access to their curriculum offer.

### **Students who make the transition to Hilbre High School as their choice of secondary school:**

For students who make the transition to Hilbre from their primary school, the medical needs of the student will be identified by the pastoral/SEN team during their visits. If the need to complete an Individual Health Care Plan is recognised during this visit, the designated member of staff will liaise with school staff and healthcare professionals to ensure the child has full access to their curriculum offer.

Hilbre High School does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/legal guardians. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. Parents/legal guardians of the child/ward requiring an Individual Health Care Plan will be invited to attend a meeting to help complete the plan.

### **b) Provision/action:**

Individual Health Care Plans will help to ensure that Hilbre High School effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex; however, not all children will require one. The school staff, healthcare professionals and parents/legal guardians should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

Individual Health Care Plans, (and their review), may be initiated, in consultation with the parent/legal guardian, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parent/legal guardian, and a relevant healthcare professional, eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved, whenever appropriate.

Hilbre High School will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has a special educational need identified in a Statement or EHC Plan, the Individual Health Care Plan should be linked to, or become part, of that Statement or EHC Plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Hilbre High School will work with the Local Authority and education provider to ensure that the Individual Health Care Plan identifies the support the child will need to reintegrate effectively.

Information on the Individual Health Care Plans, includes:

- The medical condition, its triggers, signs, symptoms and treatments.
- The student's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, eg. crowded corridors, travel time between lessons.
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Arrangements for written permission from parents or legal guardians and the Headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

#### **Roles and responsibilities of staff and outside agencies:**

##### **a) Board of Trustees:**

- Must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented.
- They should ensure that a student with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- The Board of Trustees should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

- They should also ensure that any member of staff who provides support to students with medical conditions are able to access information and other teaching support materials as needed.

**b) Headteacher:**

- Will ensure that Hilbre High School's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Headteacher will ensure that all staff who need to know are aware of the child's condition.
- Will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Will ensure staff are appropriately insured and are aware that they are insured to support students in this way, contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the School Nurse.
- The school, healthcare professionals and parent/legal guardian should agree, based on evidence, when a healthcare plan is required. If consensus cannot be reached, the Headteacher is best placed to take a final view and will make this decision.

**c) School staff:**

- Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should consider the needs of students with medical conditions that they teach.
- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

**d) School Nurses:**

Hilbre High School has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition, which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training.

**e) Other Healthcare professionals, including GPs and Paediatricians:**

Should notify the School Nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

**f) Students:**

Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.

**g) Parents/legal guardians:**

- Should provide Hilbre High School with sufficient and up-to-date information about their child/ward's medical needs. They may, in some cases, be the first to notify the school that their child/ward has a medical condition. Parents/legal guardians are key partners and should be involved in the development and review of their child/ward's Individual Healthcare Plan and may be involved in its drafting.
- They should carry out any action they have agreed to as part of its implementation, eg. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents/legal guardians must complete the parental consent form if they are instructing school staff to administer medication to their child.

**h) Clinical Commissioning Groups (CCGs) - commission other healthcare professionals, such as specialist nurses:**

- They should ensure that commissioning is responsive to children's needs, and that health services are able to cooperate with schools supporting children with medical conditions.
- They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for Local Authorities). Clinical Commissioning Groups should be responsive to Local Authorities and schools seeking to strengthen links between health services and schools and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this).
- The local Health and Wellbeing Board will also provide a forum for Local Authorities and Clinical Commissioning Groups to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

**i) Staffing arrangements and training:**

- Hilbre High School recognises and is clear that any member of school staff providing support to a student with medical needs should have received suitable training. This will be identified during the development or review of Individual Healthcare Plans. It may be that some staff already have some knowledge of the specific support needed by a child with a medical condition and so extensive



training may not be required. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

- The relevant healthcare professional will be invited to lead on identifying and agreeing with Hilbre High School, the type and level of training required, and how this can be obtained.
- Hilbre High School may choose to arrange training themselves and will ensure this remains up to date. Training for professionals will be managed by the designated member of staff responsible for Individual Healthcare Plans.
- Training of staff should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Hilbre High School staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A First Aid certificate does not constitute appropriate training in supporting children with medical conditions.
- Healthcare professionals, including the School Nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- Hilbre High School's policy sets out arrangements for whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. Staff will be made aware of students' medical needs through whole school INSET and, if necessary, through specialist training, if required.
- Induction arrangements for new staff should be included. The relevant healthcare professional will be invited to advise on training that will help ensure that all medical conditions affecting students in Hilbre High School are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a child will often be key in providing relevant information to staff about how their child's needs can be met, and parents/legal guardians will be asked for their views.

#### **Day trips, residential visits and sporting activities:**

Hilbre High School will ensure that they actively support students with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so. However, we recognise that some students will need adjustments made to these events, including PE. In some cases evidence from a clinician, such as a GP, may state that it is not possible for a student to take part in a type of activity. When this is the case, then consultation should take place with the parent/legal guardian and student to make sure any participation is carried out safely.

Hilbre High School understands that it is best practice to carry out a risk assessment for students with medical conditions to be able to consider what reasonable adjustments should be made to enable these students to participate fully and safely on visits.

### **Student management of medical needs:**

Hilbre High School recognises that some children will be competent to manage their own health needs and medicines. After discussion with parents/legal guardians, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This decision will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then trained staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, school staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents/legal guardians should be informed so that alternative options can be considered.

### **Managing medicines on school premises:**

Hilbre High School takes a clear stance on medicines that are brought onto the school site:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent or legal guardians written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parent/legal guardian. In such cases, every effort should be made to encourage the student to involve their parent/legal guardian, while respecting their right to confidentiality. The school policy highlights the circumstances in which non-prescription medicines may be administered.
- A child under 16 should never be given medicine containing aspirin, unless prescribed by a Doctor. Medication, eg. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents and legal guardians should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, eg. on educational visits.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is

an offence. Hilbre High School will otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.

- Hilbre High School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent/legal guardian to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- School will hold asthma inhalers for emergency use and will follow the Department of Health protocol for this.

#### **Statutory record keeping in line with Government Guidance:**

Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents and legal guardians should be informed if their child/ward has been unwell at school.

#### **Emergency procedures:**

Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

#### **Managing medical needs offsite:**

Teachers and other school staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.

Hilbre High School will make arrangements for the inclusion of students in such activities with any adjustments as required, unless evidence from a Clinician, such as a GP states that this is not possible.

Hilbre High School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a Risk Assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents or legal guardians and students, and advice from the relevant

healthcare professional to ensure that students can participate safely. Hilbre High School will also use the Health and Safety Executive (HSE) guidance on school trips.

### **Unacceptable practice:**

Although staff should use their discretion and judge each case individually with reference to the child's Individual Healthcare Plan, it is not generally acceptable 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 parent/legal guardian; 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;
- if the child becomes ill, send them 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, eg. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively;
- require parents or legal guardians, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child/ward, including with toileting issues. No parent or legal guardian should have to give up working because the school is failing to support their child/ward's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg. by requiring parents/legal guardians to accompany the child.

### **Liability and indemnity:**

Hilbre High School will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. Hilbre High School insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

### **Concerns or complaints from parents/legal guardians:**

Arrangements made by the Board of Trustees relating to treatment of concerns or complaints from parents or legal guardians of students with medical needs concerning the provision made at the school, should in the first instance be directed to the SENCo. However, should a parent or legal guardian feel that their complaint has not been dealt

with satisfactory by the SENCo, they have the right to refer the matter to the Headteacher and Board of Trustees.

Additional, support and advice can be accessed through the Wirral LA Local Offer.

**Reviewing the policy:**

Given the climate of reform and the requirements set out in the statutory guidance April 2014, the Medical Needs policy will reviewed annually with all stakeholders, including: SENCo, the Senior Leadership Team, Trustees, teaching and support staff, parents, legal guardians and students.

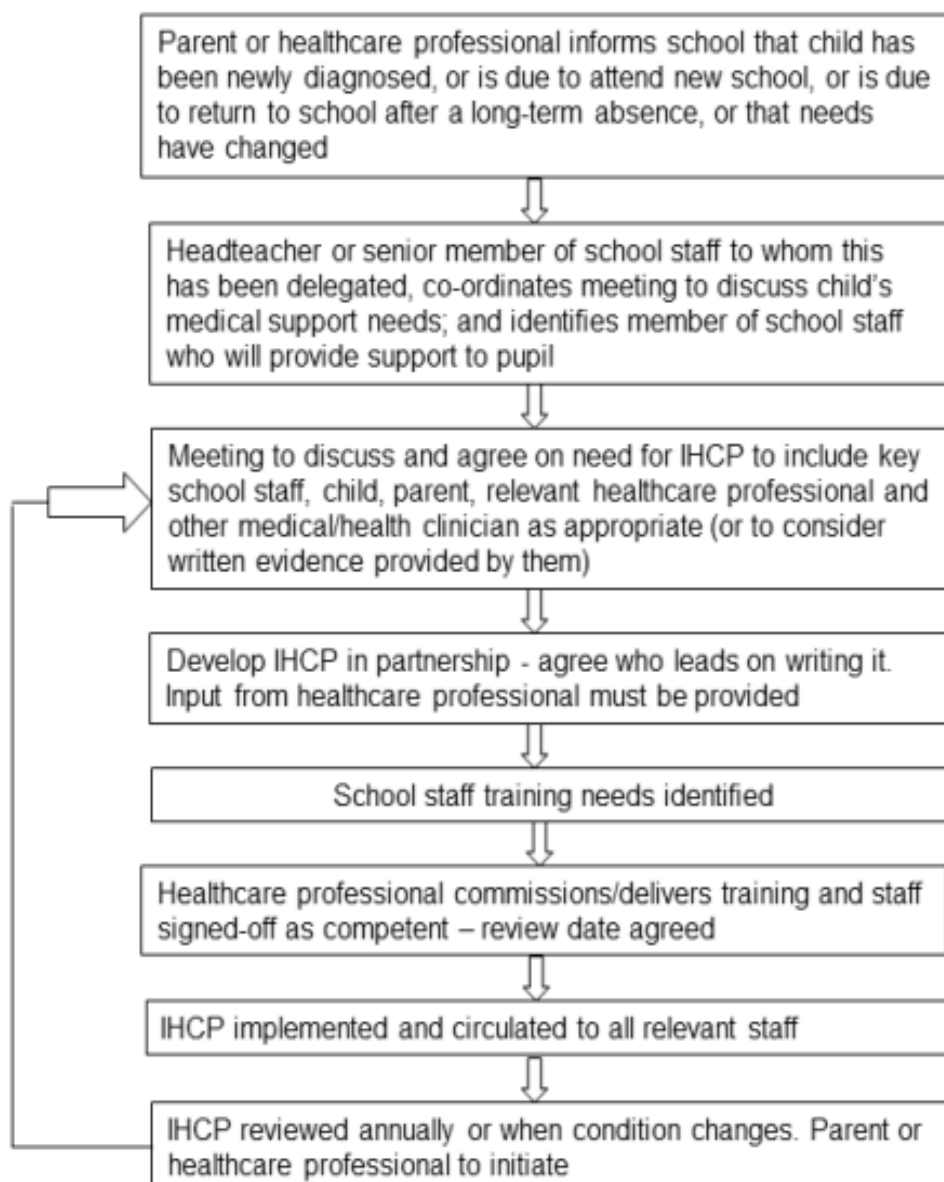
<b>Signed:</b> _____  <b>Chair of Trustees</b>	<b>Signed:</b> _____  <b>Headteacher</b>
<b>Date:</b> _____	<b>Date:</b> _____

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Appendices:

Annex A - Model process for developing individual healthcare plans

### Annex A: Model process for developing individual healthcare plans





Department  
for Education

# Templates

Supporting pupils with medical  
conditions

May 2014

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## **Introduction:**

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.



**Template A: Individual healthcare plan**

Name of school/setting

--

Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

**Family contact information**

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

**Clinic/Hospital contact**

Name

--

Phone no.

--

**G.P.**

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips, etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities?*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

**Template B: Parental agreement for setting to administer medicine**

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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	[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**Template C: Record of medicine administered to an individual child**

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent/legal guardian \_\_\_\_\_

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials

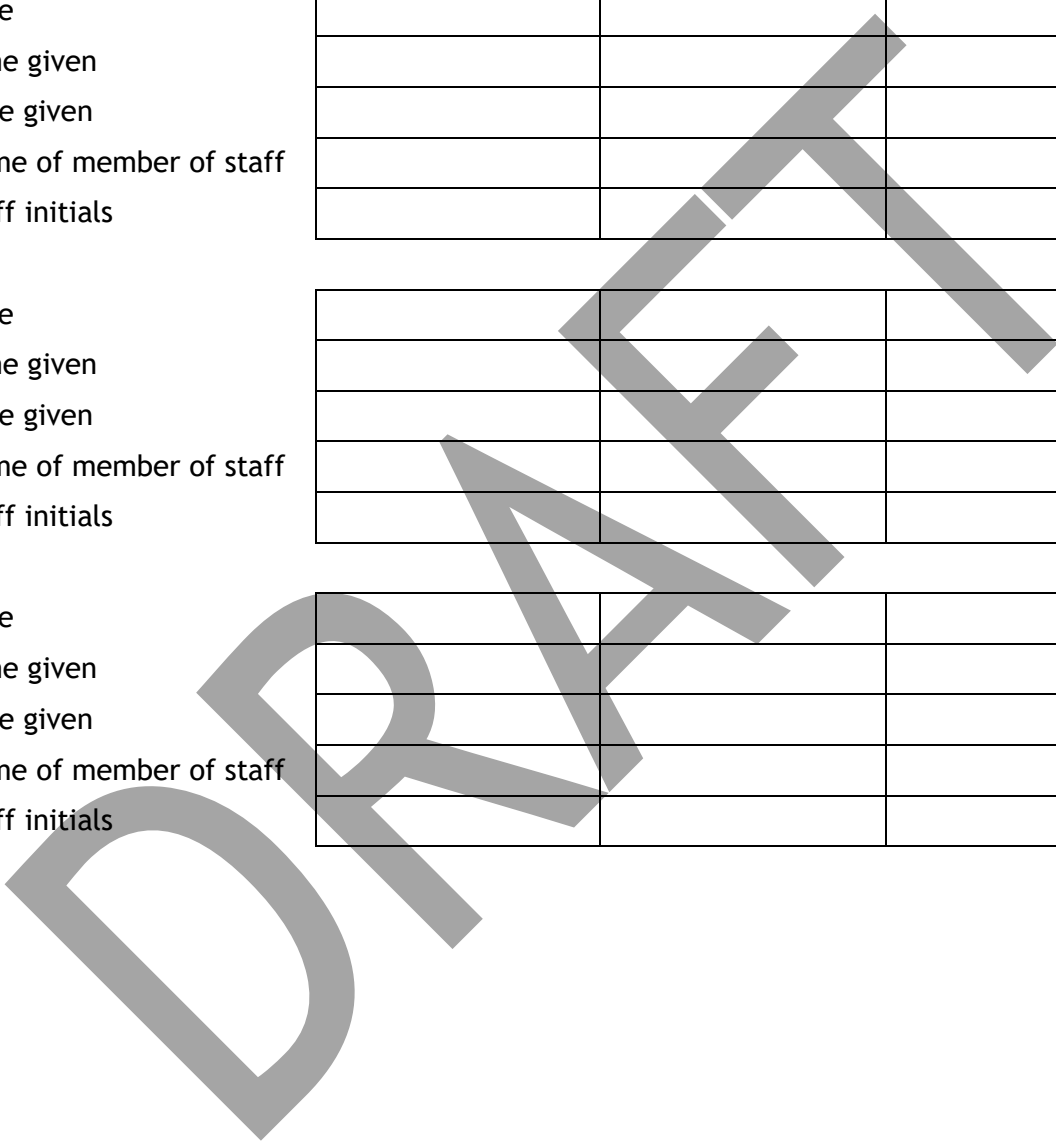

**C: Record of medicine administered to an individual child (continued)**

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			

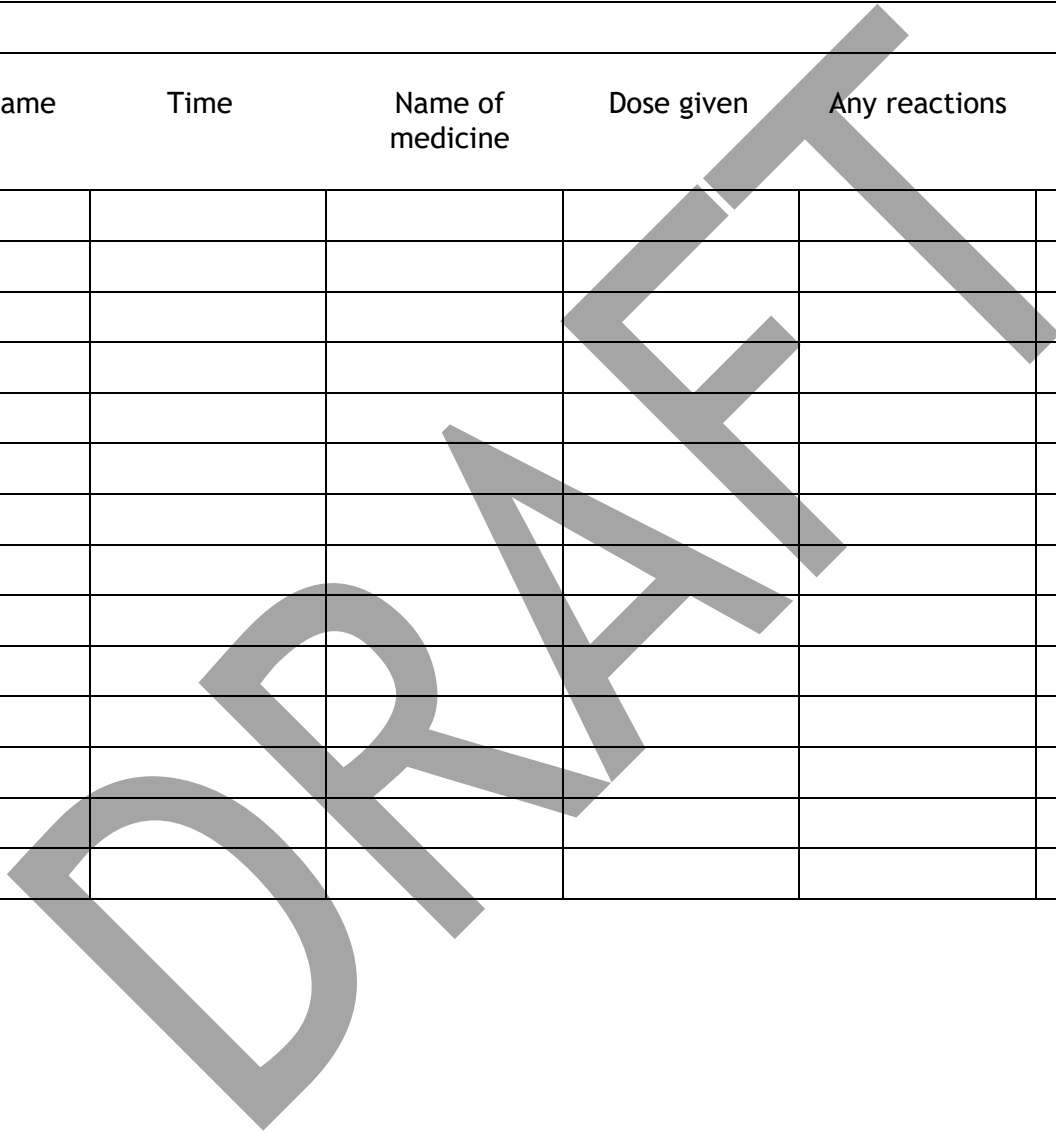
Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



**Template D: Record of medicine administered to all children**

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name



**Template E: Staff training record - administration of medicines**

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

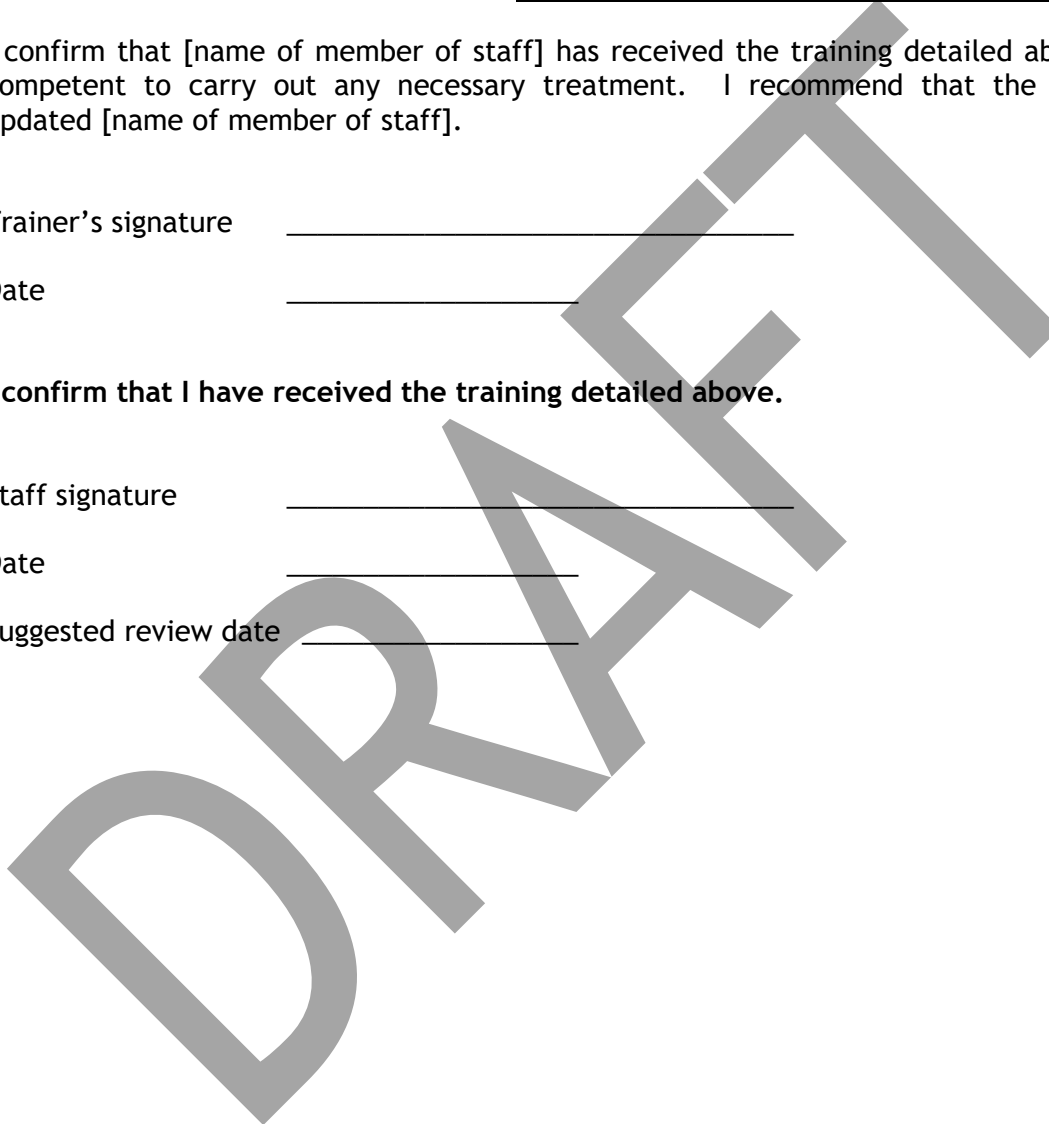
Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_



## Template F: Contacting emergency services

**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.**

1. Your telephone number.
2. Your name.
3. Your location as follows [insert school/setting address].
4. State what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code.
5. Provide the exact location of the patient within the school setting.
6. Provide the name of the child and a brief description of their symptoms.
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
8. Put a completed copy of this form by the phone.

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## Template G: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Legal Guardian

### 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 Children with Medical Conditions at School for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents/legal guardian, students, 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, and 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 by phone if this would be helpful.

Yours faithfully



Department  
for Education

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