



SOUTH LAKES ACADEMY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY AND PROCEDURES

Roles	
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SENDCo:	Tunde Christie

Approved by	
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1 Definitions

For the purposes of this document a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age. However, we are registered to educate students up to the age of 24, therefore they will be included under the term 'student'.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

Wherever the term 'school' is used this also refers to the day-to-day school and also the afterschool tutoring service

2 Statement of Intent

The proprietor of South Lakes Academy (hereinafter referred to as 'the school') Has a statutory duty (under section 100 of the Children and Families Act 2014), to ensure arrangements are in place to support pupils with medical conditions.

The aim of this Policy and procedures is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education including physical education, schools sports, and physical activity (PESSPA), and achieve their academic potential. It is based on the Department for Education (DfE) document ['Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'](#), will be reviewed regularly, and made accessible to pupils, parents, staff and other adults as appropriate.

This school is committed to ensuring parents feel confident that effective support for their child's medical condition will be provided and that their child will feel safe at school.

We recognise that there are also social and emotional implications associated with medical conditions and that a pupil can develop emotional disorders, such as self-consciousness, anxiety, and depression, and be subject to bullying. This policy aims to minimise the risks of a pupil experiencing these difficulties.

Long-term absences as a result of a medical condition can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. This school has a duty to comply with the Act in all such cases.

Some pupils with medical conditions may also have Special Educational Needs and/or Disabilities (SEND) with an Education, Health and Care (EHC) plan in place bringing together provision to manage all of them. For these pupils, this Policy should be read in conjunction with our SEND Policy and the DfE statutory guidance document ['Special Educational Needs and Disability: Code of Practice 0-25 Years'](#).

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils, and their parents.

3 Organisation

3.1 The Head Teacher

The Head teacher of this school Tunde Christie has the overall responsibility to ensure that this Policy is developed and implemented effectively with partners. They have overall responsibility for the development of IHCPs and will implement arrangements to ensure that:

- This Policy is effectively communicated and implemented with all stakeholders.
- All staff are aware of this Policy and procedures and understand their role;
- Enough staff are trained and available to implement this policy, carry out the procedures, and deliver against all individual healthcare plans (IHCPs), including in emergency situations;
- Staff are appropriately insured and aware of the insurance arrangements;
- Recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported are considered;
- There is a named person (usually the SENDCo) who will liaise with the LA, parents, and other professionals in relation to children with health needs;
- Professional medical support is sought where a pupil with a medical condition requires support that has not yet been identified.

3.2 School Staff

Any member of staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, although teaching staff cannot be required to do so.
- Should consider the needs of pupils with medical conditions in their lessons or other work when managing risks or when deciding whether or not to volunteer to administer medicines
- Will receive enough training to achieve the required level of competency before taking specific responsibility for supporting pupils with medical conditions;
- Will know the signs when a pupil with a medical condition needs help and what to do in response.

3.3 Pupils

Pupils with medical conditions are often best placed to provide information about how they affect them. All pupils should:

- Be fully involved in discussions about their medical support needs if they have any;
- Contribute to the development of their IHCP, if they need one, and follow it;
- Be sensitive to the needs of all pupils with medical conditions.

3.4 Parents and carers

Parents are key partners in the success of this Policy and should:

- Notify the school if their child has a medical condition;
- Provide enough up-to-date information about their child's medical needs;
- Be involved in the development and review of their child's IHCP;
- Carry out any agreed actions in the IHCP;
- Ensure that they, or another nominated adult, are contactable at all times.

3.5 Other healthcare professionals

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;
- Provide advice on developing IHCPs;
- Provide or signpost the provision of relevant specific support in the school for children with particular conditions, e.g., asthma, diabetes, anaphylaxis and epilepsy.

3.6 Providers of health services

Providers of health services will need to cooperate with school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in outreach training.

3.7 Local authorities

Our Local Authority (LA):

- Commissions school nurses for local schools;
- Promotes co-operation between relevant partners;
- Makes joint commissioning arrangements for education, health, and care provision for pupils with SEND;
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHCPs can be effectively delivered;
- Works with the school to ensure that pupils with medical conditions can attend school full-time.

Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

3.8 Ofsted

Ofsted inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions.

Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and also by pupils' spiritual, moral, social and cultural development.

4 Arrangements/procedures

4.1 Notification that a Pupil has a Medical Condition

When the school is notified that a pupil has a medical condition that requires support in school, Tunde Christie (Head teacher) will be informed and will initiate the procedure described in the flowchart at Appendix A.

For a pupil starting at this school in the ordinary September intake, arrangements will be in place before they arrive and will be informed by their previous educational and/or care setting (if any).

For a pupil who joins this school mid-term or is an existing pupil with a new diagnosis, we will work to ensure arrangements are put in place within two weeks.

For pupils leaving this school to attend another educational setting, we will appropriately inform the setting they are moving to of the pupil's needs during the transition process.

School does not have to wait for a formal diagnosis before providing support to a pupil because in some cases their medical condition may be unclear or there may be a difference of opinion. The headteacher will make judgements based on all available evidence (including medical evidence and consultation with parents or carers).

4.2 School Attendance and Re-integration

After a period of absence through ill health, hospital education or other alternative provision there will be period of re-integration which will vary for each child, but in principle we will:

- Have an early warning system to inform the LA when a child becomes at risk of missing education for 15 days in any one school year due to their health needs e.g. our regular attendance reviews informed by our knowledge of pupils' potential vulnerabilities;
- Take steps to facilitate a child successfully staying in touch with school while they are absent e.g. email, newsletters, invitations to school events, approved and supervised phone, video chat or other direct contact by classmates or staff;

- Plan for consistent provision during and after a period of education outside school and who/what services we have available to support us to do this - for example in what ways can we ensure the absent child can access the curriculum and materials that he or she would have used in school;
- Work with the LA to set up an individually tailored reintegration plan for each child that needs one, actively seeking extra support to help fill any gaps arising from the child's absence;
- Make any *reasonable* adjustments to provide suitable access for the child as required under equalities legislation.

We will also consider the emotional needs of children who require re-integration and that such re-integration may not always be as a result of an absence but could be as the result of a serious or embarrassing incident at school.

4.3 Individual Healthcare Plans (IHCP)

The school, healthcare professionals and parents or carers will agree, based on evidence, whether an IHCP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the head teacher makes the final decision.

The IHCP is a working document that will help school effectively support a pupil with a medical condition. It will provide clarity about what needs to be done, when and by whom and aims to capture the steps which school should take to help the child manage their condition and overcome any potential barriers to get the most from their education. It will focus on the child's best interests and help ensure that this school can assesses and manage identified risks to their education, health and social wellbeing and minimise disruption.

In general, an IHCP will cover:

- The medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medicine (dose, side-effects and storage) and other treatments, time, facilities (privacy, shower, sleep), equipment (glucose testing, AAls etc.), access to food and drink (when used to manage a condition), dietary requirements and environmental issues (dust, pollen, crowds etc.);
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.;
- the level of support needed, including in emergencies;
- Whether a child can self-manage their medicine and how this can be supported;
- who will provide necessary support, their training needs, expectations of their role, and confirmation of their proficiency to carry it out effectively;
- Cover arrangements for when named supporting staff are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Head teacher for medicines to be administered by a member of staff, or self-administered by the pupil during school hours or activities
- separate arrangements or procedures required for school trips and activities e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including who to contact, and contingency arrangements.

If a child has an emergency health care plan prepared by their lead Clinician, it will be used to inform development of their IHCP.

IHCPs are easily accessible to those who need to refer to them, but confidentiality is preserved.

IHCPs are reviewed at least annually, when a child's medical circumstances change, or following an incident, whichever is sooner. When an IHCP update is made, the SENDCo should trigger a review of associated information e.g., school insurance arrangements if it is a new medical procedure, or the asthma register recording parental consent to administer the school's emergency inhaler if consent is newly given or withdrawn.

Where a pupil has an EHCP, the IHCP is linked to it or becomes part of it.

Where a child has SEND but does not have an EHCP, their SEND should be mentioned in their IHCP.

Where a child is returning from a period of hospital education, alternative provision, or home tuition, we work with the LA and education provider to ensure that their IHCP identifies the support the child needs to reintegrate (see section 4).

4.4 Pupils Managing their own Medical Conditions

After discussion with parents, pupils who are competent to manage their own health needs are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHCP.

Where possible pupils will be allowed to carry their own medicines and relevant devices. If not, they will be able to access them quickly and easily.

If a pupil refuses to take a medicine or carry out a necessary procedure, staff will not force them to do so, but will follow the procedure agreed in the IHCP as well as inform parents. This may trigger a review of the IHCP.

If a pupil with a controlled drug passes it to another person for use, this is a criminal offence and appropriate disciplinary action will be taken (see the Whole School Behaviour Policy).

4.5 Training

Any member of school staff providing support to a pupil with medical needs will receive suitable training to fulfil their role. A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions except for aspects included through specific 'bolt on' training that the provider is competent to deliver e.g., use of adrenaline auto-injectors (AAI).

Staff will not undertake healthcare procedures or administer medicines without appropriate training.

Staff training needs will be assessed through the development and review of IHCPs, on a termly basis for all school staff, and when staff leave, or a new staff member arrives.

Through training, staff will have the competency and confidence to support pupils with medical conditions and fulfil the requirements of IHCPs. It will help them understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.

Designated staff will undergo 'specific awareness' training on induction to relevant tasks and regularly to manage a specified condition, administer complex medicines, or carry out medical procedures to be delivered by an appropriately competent healthcare professional.

We will look to ensure it covers:

- responding appropriately to a request for help from another member of our staff;
- administering the medicines or procedures;
- recognising when emergency action is necessary;
- making appropriate records; and
- ensuring parents are informed (see appendix E or the IHCP).

If no other record of training is made, this school will use Appendix H.

The family of a child will often be key in providing relevant information about how a child's needs can be met. If families provide specific advice they will never be relied on as the sole source of advice.

4.6 Supply staff

Supply staff will be:

- Provided with access to this policy and procedures;
- Informed of all relevant medical conditions of pupils they will have a responsibility for;
- Covered under the school's insurance arrangements.

4.7 Managing Medicines

Medicines are only to be administered at school when we have been instructed to by a relevant medical professional or a parent or carer **and** it would be detrimental to the pupil's health or school attendance not to do so. Such medicines can be prescription or non-prescription.

Other policy decisions on the administration of medicines which staff must follow include that:

- Pupils under 16 must not be given prescription or non-prescription medicines without their parent's written consent, except when it has been prescribed without parents' knowledge. School will encourage the pupil to involve their parents while respecting their right to confidentiality.
- Pupils under 16 must not be given a medicine containing aspirin unless prescribed by a doctor.
- The [NHS](#) recommends that all children avoid all herbal medicines due to the dangers that the unregulated market poses to buyers, so they will not be administered by school staff without the agreement of a medical professional.
- Pain relief should not be administered without first checking maximum dosages and when the previous dose was taken. Every effort will be made to contact parents prior to administration, where necessary, to check this and to inform them that pain relief has been given.
- The repercussions of staff administering an underdose or overdose of a pupil's medicines to them should be identified from the patient information sheets that come with them and be specifically drawn to the attention of staff to include what they should do next if they are worried a mistake has been made.
- School can only accept medicines that are in-date, labelled, in the original container as dispensed by a pharmacist or sold over the counter and which contain instructions for administration, dosage and storage. Pre-loaded medicines like salbutamol cannisters and adrenaline or insulin auto-injectors must still be in date but can be accepted in the dispenser rather than the packaging.
- Parents must be informed any time medicines are administered that is not as agreed in an IHCP.
- All medicines must be stored safely, in their original containers and in accordance with their storage instructions. Medicines can be kept in a refrigerator containing food when in an airtight and clearly labelled container. Access to the fridge holding medicines is restricted and if large quantities will be kept, school will consider purchasing a suitable lockable fridge.
- Pupils should know where their medicines are at all times and are able to access them immediately, whether in school or off-site. Where relevant, pupils are informed of who holds the key to the relevant storage facility.
- When medicines are no longer required, they are returned to parents for safe disposal.
- Records must be kept of all medicines administered to individual pupils.

Controlled drugs

The supply, possession and administration of some medicines e.g., methylphenidate (Ritalin) is strictly controlled by the Misuse of Drugs Act 1971 and its associated regulations and are referred to as 'controlled drugs'. They will be managed as follows:

- Delivered and collected daily by a parent or carer to or from a named member of staff unless this is unreasonable or managed by agreement through a home-to-school transport provider.
- Stored in a non-portable container which only named staff members have access; however, these drugs will be easily accessible in an emergency.
- Staff can administer a controlled drug to a pupil for whom it has been prescribed and they should do so in accordance with the prescription instructions and in front of a suitable adult witness.

- A record must be kept of the administration of controlled drugs in the same way as other medicines but with the legible signature/initials of the staff administering them and the witness.

4.8 Record Keeping and retention

School will 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 the pupil experiences are also to be noted.

Where a pupil has a course of or on-going medicine(s) they will have an individual record sheet for each medicine completed and signed by a parent when they deliver it (Appendix D: Record of Medicine Administered to an Individual Child).

When a pupil's medicine is a controlled drug, their individual record sheet will allow for the signature of a second witness to the administration. Details of receipts and returns of the controlled drug will be accurately recorded on the administration record (see Appendix D).

Where a pupil is given a medicine as a one-off e.g. pain relief, it will be recorded on a general record sheet along with such medicines administered to other children (Appendix E1: Record of Medicine Administered to All Children).

Records relating to the administration of medication by school staff are classed as school records as opposed to pupil records.

Consent forms should be held in a separate file to the pupil file and can be held together. These consent forms should not be transferred to the next school or setting, and is why they should be kept separate from the pupil personal file.

It is generally recommended that records for the administration of medicines signed by school staff should be held for 2 years from the date of the last entry on the sheet.

Individual child records of medicines administered by school staff can be securely destroyed once the child has left the school and should be held in a file separate to the pupil's personal file. Again, these should not be transferred to the next or subsequent school or other educational setting.

4.9 Emergency Procedures

Medical emergencies will be handled under the school's emergency procedures.

Where an IHCP is in place, it should detail:

- What constitutes an emergency; and
- What to do in an emergency.

Pupils will be involved in age and developmentally appropriate ways in our emergency procedures e.g., fetching help or equipment, and to increase community awareness, build peer-to-peer resilience, promote leadership skills, and reduce stigma or bullying.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents or carers arrive. This may mean that they will need to go to hospital in the ambulance and may need support with arrangements for their own transport back to school or home.

4.10 Salbutamol inhalers

Asthma is a long-term condition that affects the airways (the tubes that carry air into and out of the lungs) and usually causes symptoms such as coughing, wheezing, and breathlessness. As many as 1 in every eleven children has asthma. If someone with asthma comes into contact with one of their asthma triggers, it can make their symptoms worse and even bring on an asthma attack make it difficult to breathe.

Now that the Human Medicines (Amendment) (No.2) Regulations 2014 allow (but do not require) schools to keep a salbutamol asthma reliever inhaler for use in an asthma emergency, school has decided that keeping a supply will not currently benefit pupils significantly – however this may change if any of our students were asthmatic.

4.11 Allergens

Exposure to an allergen can cause an allergic reaction resulting in life threatening anaphylaxis where the resultant swelling can stop someone from breathing. Allergens can be found in foods like shellfish, eggs, dairy etc., objects like dye in clothing, latex etc., insect stings and bites, or in the air like pollen, dust, mould, animal dander etc.

4.11.1 Other Food Handlers

Other potential food handlers (food technology, classroom baking) will be made aware of information about the [Major Food Allergens](#), and understand that they must take this into account when planning any food-related activity for children with known allergies.

4.11.2 Emergency Situations

All staff receive (as outlined in [Section 4.5](#) above) basic awareness training in the common medical and health needs that we manage at school. This includes anaphylaxis, the causes, signs, symptoms, and treatment.

There are three brands of adrenaline auto-injector (AAI) device licensed for distribution in the UK. Specific training in administering the Jext, the Emerade, and/or the Epi-Pen has been provided for relevant staff and will always be requested of our first aid providers on first aid courses that our staff attend. We are also able to view appropriate training videos provided by the manufacturer via their websites at any time and trained staff are encouraged to view them regularly.

Procedures are in place to ensure that every child requiring AAIs, and who is deemed competent to by us, carries them on their person at all times with other arrangements in place where impractical e.g. carried by staff in a travel first aid kit on shore whilst canoeing. Arrangements are also in place to ensure that a spare AAI is available in suitable locations depending on the likelihood and severity of an incident of anaphylaxis.

Staff will refer to '[Guidance on the use of Adrenaline Auto-Injectors in Schools](#)', September 2017, or KAHSC Safety Series M02 - Managing Anaphylaxis and Allergies for further guidance and useful record keeping templates as necessary.

4.12 Adrenaline Auto Injectors (AAI)

Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. It usually develops suddenly, gets worse very quickly, and can be very serious if not treated quickly with adrenaline because the resultant swelling can stop someone from breathing.

Now that the Human Medicines (Amendment) Regulations 2017 allow (but do not require) schools to keep an adrenaline auto-injector (AAI) for use in an anaphylaxis emergency, school has decided that keeping a supply will not currently benefit pupils significantly – However this will be reviewed if we have students with known allergies.

4.12.1 Steps to Reduce Anaphylaxis Risks

We seek the cooperation of the whole school community in implementing the following to reduce the risk of exposure to allergens.

- Bottles, other drinks and lunch boxes provided by parents for children with food allergies should be clearly labelled with the name of the child for whom they are intended.
- Where we provide the food, our staff will be educated on how to read labels for food allergens and instructed about measures to prevent cross-contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Trading and sharing of food, food utensils or food containers will be actively discouraged and monitored.

- Training will include that unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary allergen labelling suggesting a risk of contamination with allergen.
- Careful planning for the use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) with adequate substitutions, restrictions or protective measures put in place (e.g. wheat-free flour for play dough or cooking), non-food containers for egg cartons.
- Careful planning for out-of-school activities such as sporting events, excursions (e.g. restaurants and food processing plants), outings or camps, thinking early about the catering requirements and emergency planning (including access to emergency medication and medical care).

4.13 Other arrangements

4.13.1 Home to School Transport

While it is the responsibility of the LA to ensure pupil safety on statutory home to school transport the LA may find it helpful to be aware of the contents of a pupil's IHCP that school has prepared.

The LA *must* know if a pupil travels on home to school transport and has a life-threatening condition and carries emergency medicine so that they can develop an appropriate transport healthcare plan. School undertakes to appropriately share IHCP information with the LA for this purpose and will make this clear to parents in the development meeting.

Where transport is organised by the school on a private arrangement with parents, the responsibility for ensuring that the transport operator is aware of a pupil with a life-threatening medical condition rests with the school in consultation with the parents. In some cases, it may be appropriate to share elements of the pupil's IHCP with the transport operator.

4.13.2 Defibrillators

Sudden cardiac arrest is when the heart stops beating and it can happen to people at any age and without warning. When it does happen, quick action (in the form of early Cardio-Pulmonary Resuscitation - CPR - and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's normal heart rhythm when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Our nearest defibrillator is in the town hall, should the town hall be closed then there is a 24-hour accessible one at the bus station

School staff are appropriately trained in its use and the local NHS and ambulance service have been notified of its location.

4.14 Unacceptable Practice

While it is essential that all staff act in accordance with their training, in any given situation they should be confident in using their discretion and judging each case on its merits with reference to a child's IHCP. It is not however, generally acceptable practice at this school to:

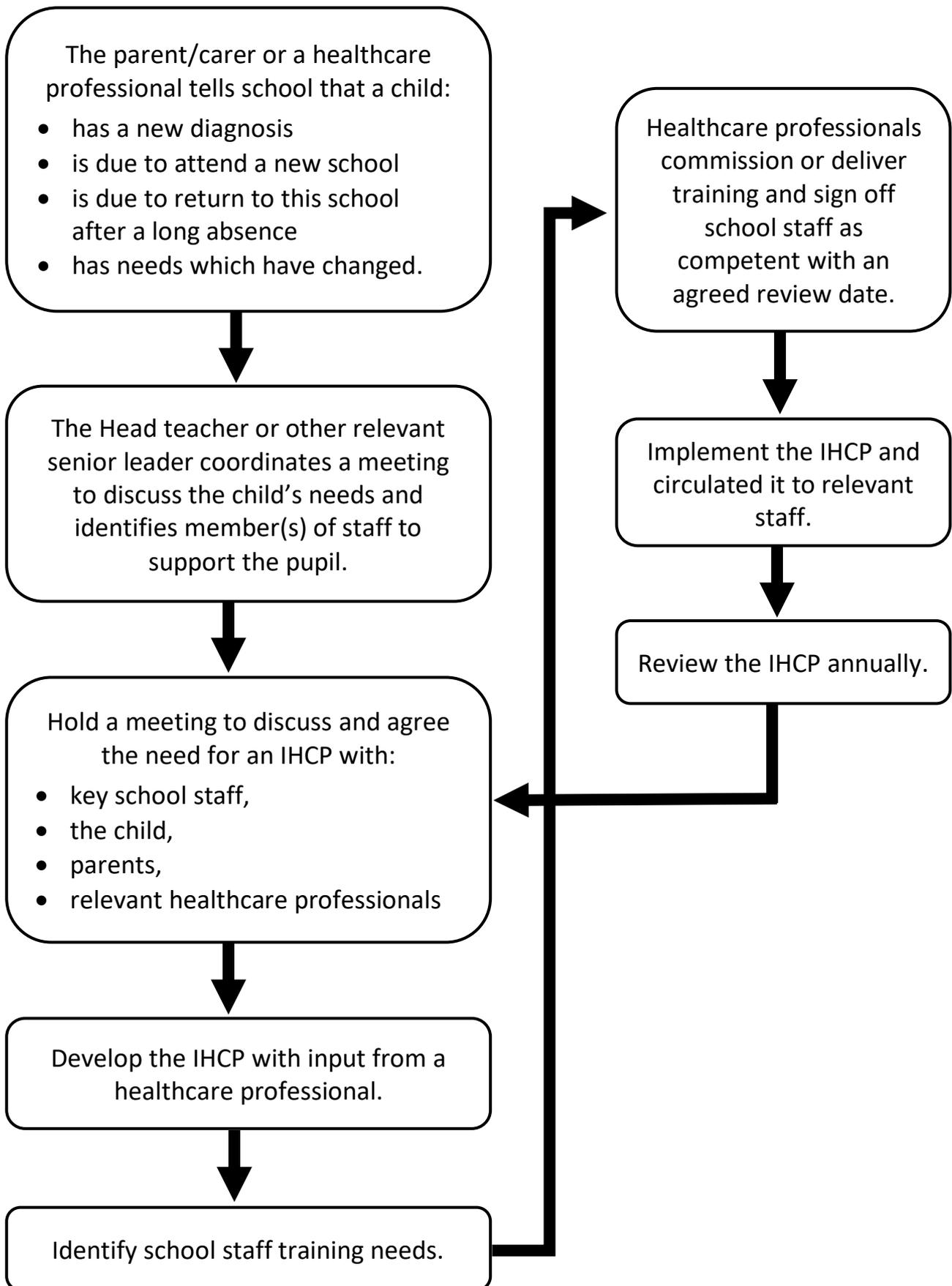
- prevent children from easily accessing their inhalers and medicine and administering their medicines when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although staff will be supported to appropriately challenge this where they have genuine concerns);
- 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 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 medicine 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 trips, e.g. by requiring parents to accompany the child.

4.15 Complaints

Should parents or pupils are unhappy with the support provided they should discuss their concerns directly with Tunde Christie – Head of Centre. If this does not resolve the issue, they can make a formal complaint through the normal school complaints procedure. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE

Notification that a pupil has a medical condition: A Flowchart



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Individual Healthcare Plan (IHCP)

School/Setting:				PHOTO
Name of Child:				
Date of Birth:				
Address of Child:				
Gender:	MALE / FEMALE	Class/Form:		
Date:		Review Date:		
Who is responsible for providing support in school?				
Medical Diagnosis or Condition				
EMERGENCY CONTACT INFORMATION				
Family Contact 1			Family Contact 2	
Name:			Name:	
Relationship to Child:			Relationship to Child:	
Work Tel. No:			Work Tel. No:	
Home Tel. No:			Home Tel. No:	
Mobile Tel. No:			Mobile Tel. No:	
Clinic or Hospital Contact			GP Contact	
Name:			Name:	
Contact No:			Contact No:	
Describe the child's medical needs (e.g. details of any symptoms, triggers, signs, treatments, facilities, equipment/devices, environmental issues etc.)				

Medicine details (e.g. name of medicine, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision, whether carried by the child and how carried etc.)

Which (if any) of these medicines are controlled drugs:

Agreed procedure if the medicine or procedures are refused by the child

Daily care requirements (e.g. before sports activities, at lunchtime etc.)

Specific support in place for any educational, social and emotional needs (include re-integration and any partnership working following absences e.g. Local Authority hospital/home tuition services etc. and sensitive management of re-integration after serious or embarrassing incidents at school.

Arrangements for educational visits or other activities outside the normal timetable

Other Information

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

Permission is given to administer school salbutamol in an asthma emergency :	YES	NO	N/A
Permission is given to administer school adrenalin in an anaphylaxis emergency :	YES	NO	N/A

Describe any follow-up care required

Who is responsible in an emergency? (Please state if different for different activities e.g. off-site etc.):

Staff training needs identified or already undertaken (e.g. names of staff trained, what training they have received and when, along with any plans to train others and when)

Plan developed with: (e.g. child, parents, healthcare professional, therapist etc.)

Print Name	Signature	Relationship to child:	Date

Form copied to (Please state who holds copies of this information and where):

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Parental Consent to Administer Medicine – Without MP Signature

This school/setting will not give your child medicine unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and Procedures **and** you complete and sign this form.

School/Setting:			
Name of Child:		Gender:	MALE / FEMALE
Date of Birth:		Class/Form:	
Date for review to be initiated by:			
Medical diagnosis, condition, or illness			
MEDICINE(S)			
Name/type of medicine(s) (as described on the container)			
Names of controlled drugs?			
Expiry date(s):			
Dosage and method of administration:			
Timing(s):			
Special precautions or other instructions: e.g. with food etc.			
Side effects that the school/setting must know about:			
Can the child self-administer?	YES / NO	If YES is supervision required?	YES / NO
Does any medicine need to be carried by the child on their person, what and where will they keep it?	YES / NO		
Steps to take in an emergency:			

PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.

CONTACT INFORMATION			
Name:			
Relationship to Child:			
Address:		Work Tel. No:	
		Home Tel. No:	
		Mobile Tel. No:	
I understand that medicines must be delivered and collected (describe procedure agreed):			
I understand my child must have a working, in-date and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.		YES	NO N/A
I consent to my child receiving, in an asthma emergency, salbutamol that is not prescribed to them.		YES	NO N/A
I understand my child must have the number of working and in-date AAIs that their medical practitioner has recommended, clearly labelled with their name, which they will bring with them every day.		YES	NO N/A
I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them.		YES	NO N/A
The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school/setting staff administering medicine in accordance with the Policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped.			
Signed:		Date:	

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Parental Consent to Administer Medicine – With MP Signature

This school will not give your child medicines or medical treatments unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and procedures **and** you complete and sign this form. Parents can complete this entire form, but in line with recommendations from child protection Serious Case Reviews, **a relevant medical professional must also sign their agreement** to the administration of medicines and treatments described below. **Please PRINT information clearly and use BLACK INK where possible.**

Name of Child:				School/Setting:			
Date of Birth:		Gender:	MALE / FEMALE	Class/Form:		Date for review to be initiated by:	
Medical diagnosis, condition, or illness							
MEDICINE(S)							
Name/type of medicine(s) (as described on container)	Controlled Drug?	Expiry date	Dosage and method of administration	Timing	Special precautions or other instructions e.g. with food etc.	Side effects that we need to know about	
	Y N N/A						
	Y N N/A						
	Y N N/A						
	Y N N/A						
	Y N N/A						
	Y N N/A						
	Y N N/A						
	Y N N/A						

PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy/over the counter.

Can the child self-administer?	YES / NO	If YES is supervision required?	YES / NO (if YES, please detail e.g. visual only, guiding hand, measure check only etc.)			
Does any medicine need to be carried by the child on their person, what and where will they keep it?		YES / NO (if YES, please give details):				
Procedures to follow in an emergency:						
EMERGENCY CONTACT INFORMATION						
Name:			Relationship to Child:			
Address:			Work Tel. No:			
			Home Tel. No:			
			Mobile Tel. No:			
Parental Declarations						
I understand that medicines must be delivered & collected (describe procedure agreed):						
I understand that my child must have a working, in-date, and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.				YES	NO	N/A
I consent to my child receiving, in an asthma emergency, salbutamol not prescribed to them.				YES	NO	N/A
I understand that my child must have the number of working and in-date AAI's that their medical practitioner has recommended, clearly labelled with their name, which they will bring with them every day.				YES	NO	N/A
I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them.				YES	NO	N/A
The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school/setting staff administering medicine in accordance with the 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.						
Signed:			Print Name:		Date:	
Medical Practitioner Declaration						
The above information is, to the best of my professional knowledge of this child, accurate. I agree that, in order to adequately support this child at school with their medical condition(s), school staff need to administer or facilitate and/or supervise the self-administration of the medicines or treatments described above.						
Signed:			Print Name:		Date:	
Professional Relationship to Child:			Recommended Date of Review/Review Trigger:			

Record of Medicine Administered to an Individual Child

All administration of this medicine to this child must be recorded on this sheet. If the medicine is a controlled drug, please use record sheet D2 so your witness can sign it.

Name of school/setting:								
Name of child:					Date of Birth:		Class/Form:	
Name and strength of medicine:								
Dose and frequency of medicine:								
Date medicine received in school:		Expiry date:		Date medicine returned to parent:				
Quantity of medicine received:					Quantity returned to parent:			
Staff Signature:				Parent Signature:				

PLEASE NOTE: parents must be informed of the non-administration of medicine that is due - record the reason for non-administration under 'Any reaction'

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Name of staff administering:								
Staff signature:								

Record of Medicine Administered to an Individual Child

All medicines classified as controlled drugs administered to this child must be witnessed and recorded on this sheet. Print on different coloured paper from sheet D1.

Examples include methylphenidate (Ritalin), Midazolam, Diazepam etc. Witness signatures must be legible enough to identify individuals.

Name of school/setting:								
Name of child:					Date of Birth:		Class/Form:	
Name and strength of medicine:								
Dose and frequency of medicine:								
Date medicine received in school:				Expiry date:		Date medicine returned to parent:		
Quantity of medicine received:					Quantity returned to parent:			
Staff Signature:				Parent Signature:				

PLEASE NOTE: parents must be informed of the non-administration of medicine that is due - record the reason for non-administration under 'Any reaction'

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Date:								
Time given:								
Dose given:								
Any reaction?								
Staff name:								
Staff signature:								
Witness sign.:								

Staff Training Record – Supporting Pupils with Medical Conditions

This form is for recording all training delivered to staff (and as appropriate volunteers) with the aim of supporting pupils with medical conditions, including the Whole School Awareness briefing.

Name of School/Setting:			
Name(s) of Staff:			
Type of Training Received: Describe in brief what was covered e.g. Whole School Awareness (and the content of it), physiotherapy, administering medicine, tube feeding etc.			
Date Training Completed:			
Name of Trainer:			
Training Provider: Organisation, profession and job title of the person delivering the training.			
I confirm that the above-named member(s) of staff received the training detailed above and they are competent to carry out any necessary treatment.			
Date by which I recommend this training be updated:			
Trainer Signature:		Date:	
I confirm that I have received the training detailed above.			
Staff Signature(s):		Date:	

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Summoning Emergency Services

To summon an ambulance, dial **any prefix required** to get an outside line followed by 999, ask for an ambulance and be ready with the following information.

Your telephone number including any extension number.

Your name.

Your location.

Insert the full address of the school/setting here.

Your location
postcode.

For satellite navigation systems this may be different from the postal code – check before completing this section. If your site is large there may be different postcodes for different entrances. The one given to emergency services must be for the entrance that is best to access the patient quickly.

The exact location of the patient within the school.

The name of the patient and a brief description of their symptoms.

The best entrance for the ambulance crew to use and state they will be met and taken to the patient.

Display a suitably amended copy of this form close to any phone that might reasonably be used to summon emergency services

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Template Letter Inviting Parents to Contribute to the Development of Their Child's Individual Healthcare Plan

(Copy this template onto school headed paper and amend it to suit).

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 your child 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, 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 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:

(State the names and relevant positions of people who will attend)

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other information 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 sincerely

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Notification to Parents of Emergency Salbutamol Inhaler Use

Child's Name:

Child's Class: Date:

Dear Parent,

This letter is to formally notify you that your child has had problems with their breathing today.

This happened when:

[Delete the statements below that do not apply to the action taken]

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ____ puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ____ puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely

Notification to Parents of Emergency Salbutamol Inhaler Use

Child's Name:

Child's Class: Date:

Dear Parent,

This letter is to formally notify you that your child has had problems with their breathing today.

This happened when:

[Delete the statements below that do not apply to the action taken]

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ____ puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ____ puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely