

Kedington Primary Academy

Policy for Supporting Children with Medical Conditions



Date of Policy	Spring 2024
Approval body	LGB
Signed	(Chair of Governors)
Minuted	(Date)
Date of Next Review	Spring 2027

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions

- a. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school.
- c. Pupils with medical conditions are encouraged to take control of their condition. The school aims for pupils to feel confident in the support they receive from the school to help them do this.
- d. This school aims to include all pupils with medical conditions in all school activities.
- e. Parents* of pupils with medical conditions should feel secure in the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency and that all staff feel confident in knowing what to do in an emergency.
- g. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- h. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- i. The medical conditions policy is understood and supported by the whole school and local health community. Relevant stakeholders were consulted when it was drafted.

This policy should be read in conjunction with the Unity Schools Partnership Allergy Procedures which contains specific information about how the school supports children with allergies.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

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

- a. Parents are informed and regularly reminded about the medical conditions policy:
 - by including the policy statement in the school's brochure and signposting access to the policy
 - when communication takes place about healthcare plans
 - in the school newsletter at the beginning of the school year
 - when their child is enrolled as a new pupil
 - via the school's website
 - through school-wide communication about results of the monitoring and evaluation of the policy
- b. School staff are informed and regularly reminded about the medical conditions policy:
 - as part of their initial induction
 - through a reminder at the first staff meeting of the school year and when healthcare plans are agreed with parents
 - at scheduled medical conditions training
 - through school-wide communication about results of the monitoring and evaluation of the policy
 - all supply and temporary staff are informed of the policy and their responsibilities

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. All staff at this school are aware of the most common serious medical conditions at this school
- b. Staff at this school 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.
- c. All staff who work directly with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- d. Training to support with specific medical conditions is provided for designated staff (see Appendix 4) and is refreshed for at least every three years.
- e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in the staffroom and classrooms as required.
- f. This school uses healthcare plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. 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. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

4. All staff understand and are trained in the school's general emergency procedures

- a. 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.
- b. Specific training is refreshed for all relevant staff at least every three years.

- c. Action to take in a general medical emergency is displayed in prominent locations for staff in staffroom and on individual healthcare plans for individual children.
- d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.
- e. Generally, staff should not take pupils to hospital in their own car.

5. The school has clear guidance on the administration of medication at school

Administration – Emergency Medication

- a. All pupils at this school with medical conditions have easy access to their emergency medication.
- b. The location of emergency medication in each classroom is signposted on the door of the relevant cupboard. See 6f (Safe storage – non-emergency medication) below for more details.
- c. Spare inhalers are kept in the first aid cabinet in the staffroom that can be used by children with diagnosed asthma if their own inhaler cannot be used for whatever reason. Permission forms for this are obtained from parents of all asthmatics.

Administration – general

- a. With all use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, it is done under the supervision of a named member of staff at this school.
- b. Apart from asthma inhalers, all medication is taken under the supervision of a member of staff and a log of what medication has been taken is completed.
- c. This school understands the importance of medication being taken as prescribed.
- d. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- e. Many members of staff are happy to take on the voluntary role of administering medication and staff may be contracted to do this. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- f. Training is given to all staff members who agree to administer medication to pupils or are contracted to do so, where specific training is needed. The trust provides full indemnity.
- g. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- h. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- i. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and complete a form.
- j. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

- k. 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.
- l. 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. This is always addressed in the risk assessment for off-site activities.
- m. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
- n. Where pupils require medication in the short-term (for example, a course of antibiotics that need to be administered during school hours), parents complete the relevant form and gives this to the one of the office administrators. The office administrators are then responsible for ensuring that this is administered each day and that unused medication is returned to parents. Other members of staff may administer the medicine, but it is the office administrator) responsibility to ensure that this has happened. In the absence of the office administrators this responsibility lies with the senior administrator and in her absence, the head of school.
- o. Where a child needs medication in the longer term, this will be stored and administered in accordance with the child's healthcare plan.

6. This school has clear guidance on the storage of medication at school

Where medication is stored

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. Pupils know where their medication is stored and how to access it. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. The following is a general guide to where medication is stored. This may vary according to the needs of individual children or the nature of their medical need. This will be in line with their Healthcare Plan:
 - o Inhalers - in labelled box in the classroom. Emergency (relief) inhalers are also kept in the first aid cabinet in the office
 - o Other medication (eg anit-histamines) – labelled box in classroom
 - o Emergency medication eg epipens - One in labelled box in classroom with child's name and photograph on the front. A copy of the healthcare plan is also kept in the box . We also ask for a second one to be kept on the labelled shelf in the office.
 - o Short-term medicine (eg paracetamol, anti-histamines) – stored in the office or staffroom refrigerator.
 - o Controlled Drugs – locked cupboard
- c. Cupboards where emergency medication are stored are clearly marked with 'Emergency Medication Stored Here'
- d. Staff ensure that medication is only accessible to those for whom it is prescribed.

- e. The class medication box is taken with the class to the location of PE lessons.

Other information about storage

- f. There are identified members of staff who ensures the correct storage of medication at school (office administrators).
- g. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- h. Although ensuring the school has in-date medication is the responsibility of parents, three times a year, at the beginning of each term, the identified member of staff checks the expiry dates for all medication stored at school.
- i. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- j. 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.
- k. Medication is stored in accordance with instructions, paying particular note to temperature.
- l. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are in a secure area (office) out of bounds to unsupervised pupils or lockable as appropriate.
- m. All medication is sent home with pupils at the end of the school year.
- n. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- o. The school may refuse to have a child in school if they do not have the correct medication with them.

Safe disposal

- p. Parents are asked to collect out-of-date medication.
- q. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- r. 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.
- s. 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 a local pharmacy or to school or the pupil's parent.
- t. Collection and disposal of sharps boxes is arranged with the local authority's environmental services or parents.

7. This school has clear guidance about record keeping

Admission forms

- a. Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Drawing up Healthcare Plans

- b. This school uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the healthcare plan if required. *See Appendix 1 & 2.*
- c. A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:
 - a. at the start of the school year
 - b. at enrolment
 - c. when a diagnosis is first communicated to the school.
- d. If a pupil has a short-term medical condition that requires medication during school hours, a medication form and explanation is given to the pupil's parents to complete. *See Appendix 3*
- e. The parents, healthcare professional (where appropriate) and pupil with a medical condition, are asked to fill out the pupil's healthcare plan together. Parents then return these completed forms to the school.
- f. This school ensures that a relevant member of school staff is also present, if required, to help draw up a healthcare plan for pupils with complex healthcare needs.

School Healthcare Plan Register

- g. Healthcare plans are used to create a centralised register of pupils with medical needs. An identified member of staff (office administrator) has responsibility for the register at this school.
- h. The responsible member of staff follows up with the parents any further details on a pupil's healthcare plan required or if permission for administration of medication is unclear or incomplete.

Ongoing Communication and review of Healthcare Plans

- i. Parents at this school are regularly reminded to update their child's healthcare plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- j. Parents of every pupil with a healthcare plan is given an opportunity to discuss and review it at least once a year.

Storage and access to Healthcare Plans

- k. Parents and pupils are provided with a copy of the pupil's current agreed healthcare plan.
- l. Healthcare plans are kept in a secure central location in the school office. With parental permission, healthcare plans or headline information for children with serious health conditions is displayed in the classroom, staffroom and office.
- m. Clearly labelled folders with information about medical conditions are also kept in each classroom, the staffroom, heads' office as well as in the school office. All folders have a list of all children and their medical conditions. The offices, staffroom and relevant classroom folders have copies of children's detailed healthcare plans in them. These copies are updated at the same time as the central copy.

- n. All members of staff and other adults who may work with children without a member of staff present (eg club leaders, sports coaches, music teachers) who work with groups of pupils have access to the healthcare plans of pupils in their care.
- o. 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.
- p. This school ensures that all staff protect pupil confidentiality.
- q. This school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil is taking part in an activity run by a third party (eg an activity at another school or an extra-curricular activity).

Use of Healthcare Plans

- r. Healthcare plans are used by this school to:
 - inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
 - remind pupils with medical conditions to take their medication when they need to and remind them to keep their emergency medication with them at all times, if appropriate
 - identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
 - ensure that all medication stored at school is within the expiry date
 - ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency

Care Plans

- s. Children with serious medical conditions, usually under the care of a specialist medical practitioner will have a Care Plan provided for the school. This is displayed, with a photograph of the child, in the staffroom and relevant classroom.

Consent to administer medicines

- a. If any pupil requires regular prescribed or non-prescribed medication at school, parents are asked to complete form giving the pupil or staff permission to administer medication. This is the same, whether it is to administer medication on a regular/daily basis or for a short course of medication.
- b. All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the healthcare plan for staff to administer medication.
- c. If parents and healthcare professionals believe a child is able to manage, carry and administer their own emergency medication, this is outlined on their healthcare plan.

Consent to administer medicines on residential visits

- d. Parents are asked to inform the school if their child will require any additional medication on a residential visit or extended day visit. A school medication form is completed as needed.

- e. Blanket permission is sought from all parents to administer paracetamol if staff judge this is needed during the visit.
- f. All relevant medication forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

Other record keeping

- g. 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. This is not the case for the use of inhalers unless a parent specifically asked for this to be monitored.
- h. This school accesses the training provided by the school nursing team or online on common medical conditions. All staff attending receive a certificate confirming the type of training they have had or confirm in writing that they have completed training. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all relevant staff receive training.
- i. All school staff who volunteer to administer medication are provided with training by a healthcare professional if needed. The school keeps a register of staff who have had the relevant training. See *Appendix 1 – Form 4*

8. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- a. This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- c. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- d. 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.
- e. 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, school productions, after school clubs and residential visits.
- f. All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- g. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- h. This school understands the importance of all pupils taking part in sports, games and activities.
- i. This school ensures all teachers and coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- j. This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- k. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- l. This school ensures all teachers and coaches who deliver PE and sports are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- m. This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- n. 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

- o. This school aims to ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- p. 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.
- q. Teachers 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 SEND coordinator. The school's SEND coordinator 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

- r. 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.
- s. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- t. A 'Reasonable Adjustments Template' (see Educational Visits Policy) is completed to consider what adjustments could be made to allow a child to be included in an activity where there are concerns.

9. Triggers

- a. 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.
- b. Appropriate members of the 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.

- c. 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.
- d. Health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.
- e. 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.

11. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- a. This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

This school's employer (Unity Schools Partnership) has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Executive Headteacher

This school's executive headteacher 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, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport 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

- monitor and review the policy at least once every three years, with input from pupils, parents, staff and external stakeholders
- update the policy at least once every three years or sooner according to review recommendations and recent local and national guidance and legislation

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.

Teaching staff

Teachers at this school have a responsibility to:

- support pupils who have been unwell to 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, special educational needs coordinator and welfare officers 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 nursing service

The school nursing service connected to this school has a responsibility to:

- help update the school's medical conditions policy on request
- help provide advice and signpost to training for school staff in managing medical conditions at school

First aiders

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.

Special educational needs coordinator

The special educational needs coordinator at this school have the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams as a result of their medical condition

Local doctors and specialist healthcare professionals

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

- contribute to the completion of the pupil's healthcare plans provided by parents, as appropriate
- 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)
- understand and provide input in to the school's medical conditions policy.

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.

Parents*

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
- 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
- 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, if appropriate.

Appendix 1

Date

Address

Dear

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

You have indicated that your child has the following medical condition

- *SPECIFY CONDITION HERE*

In line with school policies, an individual healthcare plan needs to be prepared for **all** children with medical conditions, 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.

Please return the completed Individual healthcare plan to the office, together with any relevant evidence, as soon as you can. Please note that we need medical evidence of food allergies, otherwise they will be considered to be food intolerances.

If your child no longer has this medical condition, please could you confirm this by completing the reply slip below and returning it to the office.

If you have any queries I would be happy for you to contact me by phone or email.

Yours sincerely

NAME

Assistant Administrator

Individual Healthcare Plan

(Medical Conditions – NOT ALLERGIES, but including food intolerances)

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.

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 pupil'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

I give permission for this healthcare plan to be displayed in my child's classroom and the staffroom.

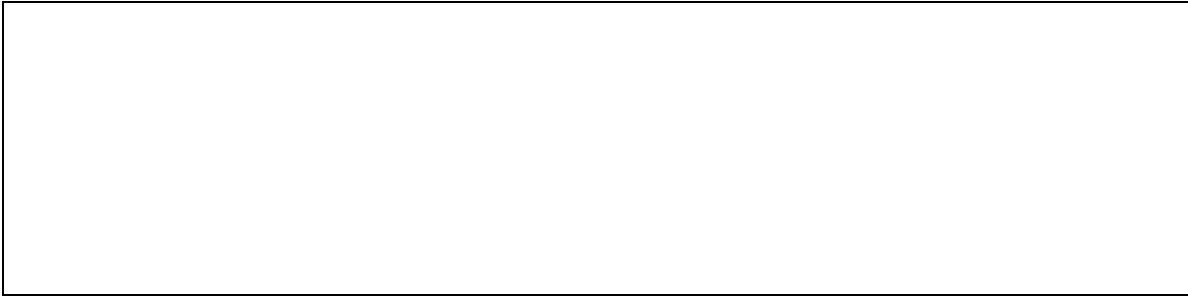
Signed Date

I give permission for information on this healthcare plan to be shared with third parties if the school feels this is necessary. This could be the leaders of extra-curricular activities, adult volunteers on a school trip or healthcare professionals in the event of an emergency.

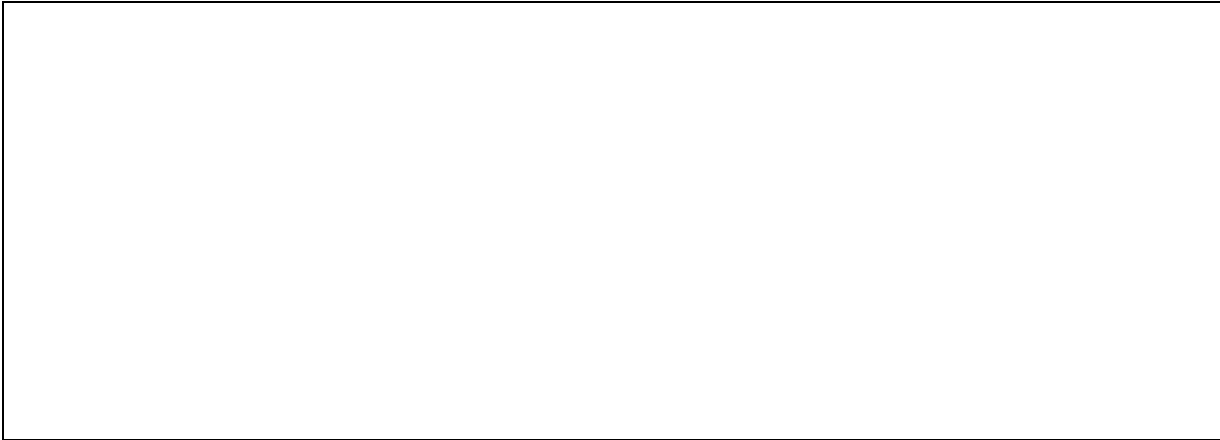
Signed Date

If you would like to withdraw consent at any time, please request a new form from the school office.

Nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)



Action to be taken in case of allergic reaction, including any medication to be used and how it is to be used



Control measures – How the child can be prevented from getting into contact with the allergen



Food products and food derivatives the student must not come into contact with



Other information

Plan developed with

I give permission for this allergy healthcare plan to displayed in my child's classroom and the staffroom.

Signed Date

I give permission for information on this healthcare plan to be shared with third parties if the school feels this is necessary. This could be the leaders of extra-curricular activities, adult volunteers on a school trip or healthcare professionals in the event of an emergency.

Signed Date

If you would like to withdraw consent at any time, please request a new form from the school office.



Parental Consent and Indemnity Form For Administering Prescription Medicines in an Emergency

Details of Pupil

Surname: M/F

Forename(s):..... D.O.B.....

Address:..... Class.....

.....

Condition or illness:.....

Medication

Name/Type of Medication:.....
(as described on the container)

Date dispensed:

Full directions for use:

Dosage and method:.....

Timing:

Special precautions:

Side effects:

Procedures to take in an emergency:

.....

Contact Details

Name: Tel no:.....

Relationship to pupil:

Address:

I, the parent/guardian of the above named child, request and give permission for the Headteacher, or person acting on his/her behalf authority to administer the above medication in emergency circumstances and in accordance with the directions given. I understand that neither the Headteacher nor anyone acting on his/her authority nor the Governing Body nor Suffolk County Council will be liable for any illness or injury to the child arising from the administering of the medicine or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority, the Governing Body or Suffolk County Council as the case may be.

Signature: Date:

Appendix 4

Minimum whole school training requirements:

Asthma:

- All teachers
- Office Administrator

Epilepsy

- SLT
- All class staff of diagnosed children
- Office Administrator

Anaphylaxis

- SLT
- All teachers
- All MDSAs

It is accepted that it is good practice for all staff to have the relevant training and the school is working towards this.