

WHMAT SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

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Applies to:	Members, Directors, Governors, Teachers, Support Staff, Pupils and Visitors in WHMAT
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1. **Introduction**

- 1.1 This policy is written in line with the statutory requirements set out in section 100 of the *Children and Families Act 2014*, the *Equality Act 2010* and the government's statutory and non-statutory guidance as set out in [Supporting Pupils at School with Medical Conditions](#) released in December 2015.
- 1.2 This policy will be reviewed regularly and may be revised and updated. WHMAT Board of Directors will review and formally approve the policy annually, and authorise appropriate people (for example the Chair of the Board of Directors and/or the Nominated Director for Safeguarding) to accept updates in matters of detail between reviews, and to inform staff of these changes. The details of these changes will be listed in codicil inserts.
- 1.3 This policy applies to all Pupils and Students within WHMAT (from pupils in the Early Years Foundation Stage up to, and including, students in Post 16).
- 1.4 It also applies to Members, Directors, Governors, Teachers, Support Staff, and Visitors in WHMAT.
- 1.5 In drawing up this policy Washwood Heath Multi Academy Trust has referred to the **HANDSAM example Policy for Supporting Pupils with Medical Conditions T-POL-AM01 England (November 2016 & June 2017)**

2. Links with DFE guidance and advice and or other Policies and Procedure

2.1 This **WHMAT Supporting Pupils at School with Medical Conditions Policy** has obvious links with the wider WHMAT safeguarding agenda including the most recent versions of:

2.2 DFE/ Government

- Keeping children safe in education
- Working together to safeguard children
- Special educational needs and disability code of practice 0 to 25
- Statutory framework for the early years foundation stage
- Equality Act 2010: advice for schools
- Mental health and behaviour in schools
- Ensuring a good education for children who cannot attend school because of health needs
- School Admissions Code 2012
- Health and safety: advice on legal duties and powers
- Guidance on first aid for schools
- Exclusion from maintained schools, academies and pupil referral units in England Statutory guidance for those with legal responsibilities in relation to exclusion September 2017

2.3 WHMAT

- WHMAT Health and Safety Policy
- WHMAT Safeguarding including Child Protection Policy
- WHMAT Staff code of conduct
- WHMAT Whistle Blowing Code
- WHMAT Data Protection Policy
- WHMAT Equality Policy
- **WHMAT Attendance and Punctuality Policy draft at present; due to be introduced January 2018 subject to confirmation**

2.4 Academy

- Personal, Social and Health Education and Sex and Relationships Education Policy
- Personal Emergency Evacuation Plans (PEEPs)
- Individual Health Care Plans
- Risk assessments for pregnant staff or pupils
- Behaviour including bullying
- Access arrangements for exams
- Educational Visits Policy
- First Aid Policy

3. Aims

- 3.1 Washwood Heath Multi Academy Trust aims to ensure that all pupils in our academies are properly supported in school so that they can play a full and active role in school life, remain healthy, make a positive contribution, achieve their academic potential and achieve economic wellbeing once they have left the school.
- 3.2 Washwood Heath Multi Academy Trust is an inclusive community that will support and welcome pupils with medical conditions.
- 3.3 The Trust will ensure that all staff understand their duty of care to children and young people especially in the event of an emergency.
- 3.4 Washwood Heath Multi Academy Trust understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Staff will receive training on the impact medical conditions can have on pupils.
- 3.5 Washwood Heath Multi Academy Trust understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- 3.6 The provisions provided by Washwood Heath Multi Academy Trust will be responsive to the variable demands of an individual's medical condition. This Trust understands that all children with the same medical condition will not have the same needs.
- 3.7 This policy:
- Sets out the details which will provide a sound basis for ensuring that all pupils with medical conditions receive proper care and support whilst at Washwood Heath Multi Academy Trust during lessons, PE, games and break times and on school trips and visits;
 - Sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs);
 - Defines individual staff responsibilities for pupils' safety;
 - Explains the procedures to ensure the safe management and administration of medicines;
 - Will ensure that clear guidance is given with regards to the storage of medication and equipment at school and when on school trips;
 - Will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays;
 - Will identify transport healthcare plans for pupils with life-threatening conditions for use when on school trips and visits and for home to school transport when it is LA provided; and

- This policy will be supported by clear communication channels to pupils, parents, carers, staff, governors, Directors and Board members.

3.8 In making, reviewing and implementing this policy Washwood Heath Multi Academy Trust has had regard to its equal opportunities policies and in particular to the needs of pupils with disabilities. This policy also links with the WHMAT Safeguarding Policy, the individual Academies' disability access plans, the SEN Information Report as published on the individual Academies' websites and the individual Academies' SEND policies. It is also consistent with the LA's Local Offer.

Consultation Draft only

4 Roles and Responsibilities

4.1 The Board of Directors are the accountable body for ensuring the safety of the academies within the trust

4.2 The Nominated Director for Safeguarding at the trust is Aftab Chughtai. The Nominated Director is responsible for liaising with the Chief Executive Officer, the Director of Safeguarding and Attendance, the Heads of Academy and Designated Safeguarding Leads over matters regarding child medical needs. The role is strategic rather than operational they will not be involved in concerns about individual pupils/students.

4.3 The WHMAT Director of Safeguarding and Attendance will quality assure and monitor the provision of support for children with medical needs in line with WHMAT Safeguarding procedures.

4.4 Local Governing Body/ Academy Advisory Board

4.4.1 The Local Governing Body/ Academy Advisory Board in each Academy will ensure that there are adequate provisions for the training needs of all staff in relation to this policy and also to ensure that appropriate levels of insurance and liability cover are in place.

4.5 Head of Academy

4.5.1 The Head of Academy has overall responsibility for all policies and procedures including those relating to supporting pupils in school with medical conditions.

4.5.2 The Head of Academy, with the approval of the Governing Body/ Academy Advisory Board, has appointed a Designated Safeguarding Lead (DSL) responsible for ensuring support for pupils with medical conditions.

4.5.3 The Head of Academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Lead DSL and/ or the SENDCO who will liaise with the pupil (where appropriate), parents/ carers and the pupil's healthcare professional(s).

4.5.4 The Head of Academy will ensure that all pupils accessing medical treatment are supported to continue to make progress academically, dependent upon their individual circumstances. The use of technology will support this to ensure that all lessons, learning material and feedback can be provided on an ongoing basis to students not able to attend school during periods of incapacity, providing copyright legislation is not breached.

4.5.6 In the absence of the Academy Lead First Aider, the Head of Academy is

responsible for trained staff giving prescribed medication during the school day.

4.6 Designated Safeguarding Lead

4.6.1 The DSL is responsible for facilitating communication with all parties and ensuring that the school meets the needs of all those identified.

4.6.2 Areas of general responsibility include the following, but may be delegated in part or in whole to the Lead First Aider, as agreed by each Head of Academy:

- Maintaining a list of all pupils with medical conditions;
- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Notifying all staff who need to know of an individual child's medical condition;
- Ensuring all staff are aware of the up to date medical situation of individual pupils;
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (*a first aid certificate does **not** constitute appropriate training in supporting children with medical needs*);
- Informing the Head of Academy if recruitment of additional and appropriate member(s) of staff is necessary;
- Ensuring that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required (including any specialist and/ or additional training for staff);
- Ensuring that any adjustments to accommodation or the curriculum are made;
- Providing ongoing monitoring of the pupil's individual situation and needs whilst in school;
- Developing appropriate individual healthcare plans and emergency plans;
- Ensuring contact arrangements for the School Health Advisory Service, and any other specialist nurse support teams are in place;
- Ensuring that first aid and medical advice is available in the academy (in conjunction with the WHMAT Director of Estates and Facilities);
- Arranging briefing for staff on first aid and medical arrangements
- Ensuring that prescribed medication is administered appropriately;
- Ensuring that detailed records of medication administered and general record keeping in relation to pupils with medical conditions is strictly kept up-to-date;
- Ensuring that arrangements are in place for safeguarding pupils during off-site activities;
- Ensuring that all parents are aware of Washwood Heath Multi Academy Trust's policy and procedures for dealing with medical needs
- Reporting to the Local Governing Body/ Academy Advisory Board and the WHMAT Director of Safeguarding and Attendance on the working of the policy.

4.6.3 Washwood Heath Multi Academy Trust will ensure that the DSL receives adequate

training in order to deliver this role effectively and safely, including update training of relevant frequency

4.7 **School Staff**

- 4.7.1 All staff must understand their duty of care to children and young people and appreciate that pupils who may have serious medical conditions may suffer an adverse effect to their quality of life and their ability to learn.
- 4.7.2 All staff are aware of the potential social problems that pupils with medical conditions may encounter and use this knowledge together with Washwood Heath Multi Academy Trust Safeguarding Policy, and individual academies' Behaviour and Anti-Bullying Policy to help prevent and deal with any problems.
- 4.7.3 All staff who have students with medical needs in their class should understand the nature of the condition and what to do should the student need extra attention.
- 4.7.4 Washwood Heath Multi Academy Trust makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Staff will ensure that pupils have the appropriate medication/ equipment/ food with them during physical activity.
- 4.7.4 No members of staff are obliged to give, or oversee, the giving of medication to pupils. Only the Lead First Aider or other appropriately First Aid qualified school staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of medication.
- 4.7.5 School staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The Trust will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- 4.7.6 The Trust's arrangements for administering medication are in line with the government guidance in *Supporting Pupils at School with Medical Conditions*.
- 4.7.7. All staff are responsible for:
- Knowing the arrangements and following the Academy's procedures;
 - Knowing how to call for help in an emergency (this includes temporary and support staff)
 - Reporting any problems to the person appointed to support pupils with medical

conditions and oversee the administration of medication.

4.7.8 If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

4.8. **Health and Safety Manager (HSM)**

4.8.1 The HSM is responsible, in conjunction with the Lead DSL, for:

- Putting appropriate arrangements in place in consultation with the Schools Health Advisory Service, and any other appropriate specialist nurse support teams or health professionals;
- Arranging regular reports from the Lead First Aider to oversee the taking of medication by pupils and/or administration of medicines to pupils;
- Ensuring the suitability of the procedures;
- Ensuring adequate inspection and review of this policy and the procedures is in place, including after any incidents involving pupils with medical conditions or the administration of medicines;
- Implementing a system for keeping staff up to date with information and names of pupils who need access to medication;
- Ensuring annually that all staff know how to call for help in an emergency;
- Reporting on progress to the Head of Academy.
- Liaising and cooperating with the WHMAT Director of Safeguarding and Attendance and/ or the WHMAT Director of Estates and Facilities, taking advice and ensuring the implementation of WHMAT agreed practices and procedures

4.9 **School Health Advisory Service**

4.9.1 Washwood Health Multi Academy Trust works in close liaison with Birmingham's School Health Advisory Service to support the needs of all pupils with medical conditions. This service is located at Hodge Hill Primary Care Centre

4.9.2 Each individual Academy has a School Health Advisory Service named nurse. Each individual Academy has responsibility for arranging all appropriate meetings required to ensure Academies base their support for students with medical conditions on factual medical information and advice.

4.10 **Academy Lead First Aider**

4.10.1 The individual Academies' Lead First Aider is responsible for:

- Collating information provided by parents;
- Administering all **prescribed** medication;
- Ensuring safe storage;
- Providing school staff with guidance and training for staff and volunteers on

- medical conditions and how they may affect the education of individual pupils;
- Reporting regularly to Head of Academy

4.11 **Parents**

- 4.11.1 Parents/carers/guardians are responsible for making sure that their child is well enough to attend the school. Children should be kept at home when they are acutely unwell.
- 4.11.2 Normally any prescribed medication should be administered at home. The school accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'.
- 4.11.3 Washwood Heath Multi Academy Trust is responsible for requesting information concerning details of all pupils' medical conditions and care, however parents should provide the Head of Academy with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents, carers or guardians should ensure that these details are kept up to date and inform their child's individual Academy if their child's needs change.
- 4.11.4 Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- 4.11.5 Parents and carers are responsible for ensuring that all medication is within the use by date. No medication will be administered without the written consent of parents, carers or guardians.
- 4.11.6 Where appropriate, parents, carers or guardians will be involved in drawing up a healthcare plan for their child.
- 4.11.7 Where parents have difficulty understanding or supporting their child's medical condition themselves, the Local Health Authority can often provide additional assistance.
- 4.11.8 In line with Washwood Heath Multi Academy Trust's Safeguarding Policy to ensure the best outcomes for all pupils, Washwood Heath Multi Academy Trust seeks to work in liaison with parents and carers to access such support if required, and expects parents to consent to appropriate referrals being made.

4.9 **Pupils**

- 4.9.1 Washwood Heath Multi Academy Trust aims to support students with medical

conditions to become self-managing of their condition at the earliest opportunity; this includes very young pupils who often have the maturity to do so due to the chronic nature of their condition. These pupils will be actively supported by their individual Academy.

4.10 **Refusing Medication**

4.10.1 If a child refuses to take medication, school staff will not force them to do so. The individual Academy will inform the child's parents, carer or guardian as a matter of urgency. If necessary, the Academy will call the emergency services.

Consultation Draft only

5. **Specific Medical Issues**

5.1 Washwood Heath Multi Academy Trust welcomes all pupils and encourages them to participate fully in all school activities. The individual Academies routinely and regularly advise staff on the practical aspects of the management in school of:

- Asthma attacks;
- Diabetes;
- Epilepsy; and
- An anaphylactic reaction.

5.2 The Academy Lead First Aider will be responsible for ensuring a record is kept of all pupils who may require such treatment.

Consultation Draft only

6. Individual Health Care Plan

- 6.1 All children with a medical condition should have an individual healthcare plan (IHP). Parents of children at Academies within Washwood Heath Multi Academy Trust are asked if their child has any medical conditions on the enrolment form. Washwood Heath Multi Academy Trust uses an IHP to record the support an individual pupil needs around their medical condition. An IHP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- 6.2 The Academy Lead First Aider and appropriate pastoral staff should be involved in the formulation of individual health care plans together with the pupil (if appropriate dependent upon their age and maturity), parents, carers or guardians and appropriate medical professionals.
- 6.3 The Academy Lead First Aider and School Health Advisory Service named nurse should be involved in providing health information as part of an assessment for an EHC plan and *may* be involved in delivering some of the provision, as specified in an EHC plan, to achieve defined health outcomes.
- 6.4 The Academy Lead First Aider and School Health Advisory Service named nurse, in conjunction with the local NHS trust and the Head of Academy, will be involved in advising/providing support for staff training on medical issues.
- 6.5 The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical conditions. In addition, for any school trip, the Lead First Aider will deliver the relevant IHPs to the trip leader and a first aider will travel on the trip who will manage any necessary medication.
- 6.6 A child's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- 6.7 Each Academy within Washwood Heath Multi Academy Trust has a centralised register of IHPs, and the Head of each Academy has responsibility to ensure this register is in place and accurate.
- 6.8 IHPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of, and have access to, the IHP for the pupils in their care.

- 6.9 Washwood Heath Multi Academy Trust makes sure that the pupil's confidentiality is protected. The school seeks permission from parents before sharing any medical information with any other party as part of its initial enrolment procedures or when a new medical condition has been diagnosed.
- 6.10 The School Health Advisory Service meets with the pupil (where appropriate), parent, carer or guardian, Pastoral Manager or DSL, Health and Safety Manager (where appropriate), specialist nurse (where appropriate) and relevant healthcare services, prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- 6.11 In cases where students are on residential visits, all providers of services are liaised with by the individual Academies to ensure that all appropriate provisions are in place to ensure that students' medical needs can be met. This forms a vital part of the pupil specific risk assessment completed in advance of the visit being sanctioned by the Academy.

7. **Returning to School After a Period of Hospital Education or Home Tutoring etc.**

- 7.1 The Academies of Washwood Heath Multi Academy Trust will work with medical professionals, the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- 7.2 Washwood Heath Multi Academy Trust works in partnership with all relevant parties including the pupil (where appropriate), parent, carer or guardian, individual Academies' governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- 7.3 The Head of Academy will ensure that all pupils are supported to continue to make progress academically, dependent upon their individual circumstances. The use of technology will support this to ensure that all lessons, learning material and feedback can be provided on an ongoing basis to students not able to attend school full time during periods of reintegration, providing copyright legislation is not breached

8. Storage of Medicine and Equipment

- 8.1 Heads of Academy in Washwood Heath Multi Academy Trust will ensure that all staff understand what constitutes an emergency for an individual child in their academy, and will make sure that emergency medication/equipment is readily available wherever the child is in the school, and on off-site activities, and is not locked away.
- 8.2 In order to support pupils to become self-managing of their medical condition as soon as possible, and following consultation with the pupil, parents, carers or guardians, key school staff and any relevant healthcare professionals, Washwood Heath Multi Academy Trust encourages pupils to carry their emergency medication with them if they wish/this is appropriate or they should know exactly where to access it, without delay.
- 8.3 Washwood Heath Multi Academy Trust expects all parents, carers or guardians whose child may require such treatment to ensure that appropriate medication has been lodged with the school together with clear written guidance from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.
- 8.4 Individual Academies will sign to accept receipt of any medication.
- 8.5 **Asthma Inhalers/ Allergy medication**
- 8.5.1 In line with age appropriate self-management of medical conditions, students with Asthma or serious Allergies, should carry their inhalers or adrenaline injectors with them at all times. Pupils are not allowed to share inhalers or injectors (or any medication) with any other pupil.
- 8.5.2 Students deemed to be too young to carry their asthma inhalers or adrenaline injectors will have access to these at all times, in line with the individual Academies' protocols for storage of medication.
- 8.6 **Controlled drugs including insulin auto-injectors**
- 8.6.1 If a pupil has lodged prescribed medication with the Academy, Washwood Heath Multi Academy Trust will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- 8.6.2 Academies will store prescribed medication that is in date and labelled in its original container, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

- 8.6.3 Pupils can carry controlled drugs if they are competent, otherwise each academy will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff within each academy can only administer a controlled drug to a pupil once they have had specialist training.
- 8.6.4 Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- 8.6.5 Washwood Heath Multi Academy Trust disposes of needles and other sharps in line with local authority policies. Sharps boxes are kept securely at school and will accompany a named child on off-site visits if required due to their medical condition.
- 8.6.6 Sharps boxes are collected and disposed of in line with local authority procedures.

9. **Record Keeping**

9.1 Individual Academies in Washwood Heath Multi Academy Trust will keep an up-to date record of:

- Any medication administered and by whom;
- Training undertaken;
- Individual Health Care Plans;
- Emergencies etc.

9.2 Where appropriate, records will be kept using the Department for Education's template forms for supporting pupils with medical conditions. (see Appendices)

9.3 In line with Washwood Heath Multi Academy Trust Safeguarding Policy, all interventions will be recorded on the individual Academies' CPOMS system

Consultation Draft Only

10. Monitoring and Review

- 10.1 The Washwood Heath Multi Academy Trust Director of Safeguarding and Attendance, in conjunction with the Washwood Heath Multi Academy Trust Director of Estates and Facilities, and the Washwood Heath Multi Academy Trust Director CEO, will determine the monitoring and review arrangements within the Academies.
- 10.2 In evaluating the policy, the Washwood Heath Multi Academy Trust Director of Safeguarding and Attendance will gather feedback from pupils, parents, carers or guardians, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff and local emergency care services. The views of pupils with medical conditions are central to the evaluation process.
- 10.3 The Board of Directors will review this policy annually or earlier if necessary and assess its implementation and effectiveness.

Date of next review: _____

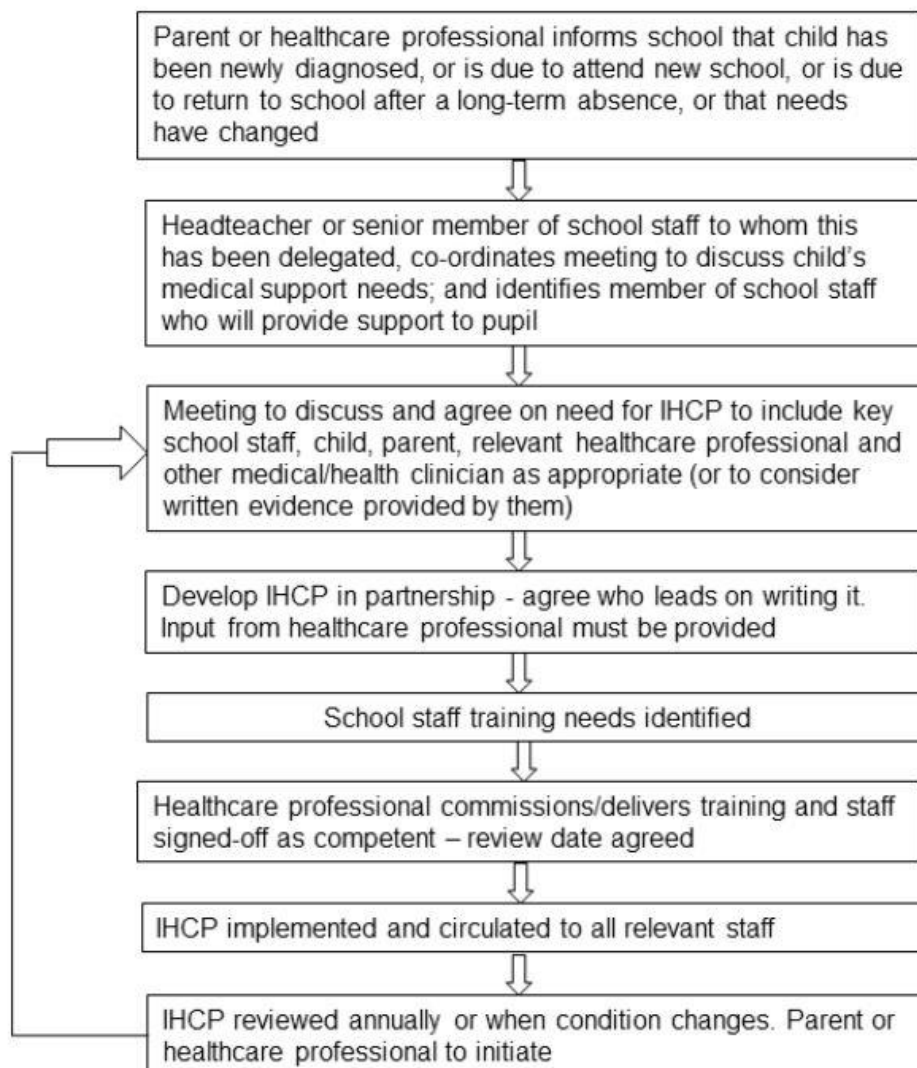
Signed: _____ **Date:** _____
Chair of Board of Directors, Washwood Heath Multi Academy Trust Director

Signed: _____ **Date:** _____
CEO Washwood Heath Multi Academy Trust

Appendix 1: Model Process for Developing Individual Healthcare Plans

Washwood Heath Multi Academy Trust utilise the DfE's model process for developing IHPs as outlined below.

Annex A: Model process for developing individual healthcare plans



Appendix 2: DFE Supporting pupils with medical conditions templates May 2014

Washwood Heath Multi Academy Trust utilise and adapt the DFE's copyright free model templates as outlined below.

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 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

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 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

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

Consultation Draft only



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



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

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

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