



## Supporting Children with Medical Conditions

ADOPTED :

Model Policy adopted by GRS

DATE OF LAST REVIEW :

December 2021

REVIEWED BY :

Executive Head Teacher

DATE OF NEXT REVIEW :

December 2022

# Supporting children with medical conditions

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## AIMS

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This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

## BACKGROUND

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This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

Many children and young people with medical needs will have lifelong conditions and others may have medical needs which are temporary; both may change over time. Pupils with medical conditions may require support at school to manage their support due to absence or with the emotional impacts which are often associated with medical conditions. Some pupils with medical conditions will also have special educational needs (SEN) which are supported through an Education, Health and Care (EHC) Plan. Where this is the case, we will integrate the Health Care planning into the EHC plan. Where pupils have a current EHCP we will review the Health Care Plan alongside the EHCP annual review process.

## OUR COMMITMENT TO PUPILS AND FAMILIES

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The underlying aim of the policy is to ensure that **all** pupils in our school can fully participate in any aspect of school life, and those with additional needs can play a full and appropriate part in developing their plans and provision, and are enabled to manage their condition with increasing independence and confidence.

Where pupils have medical needs Gorse Ride Schools **will**:

- Follow the model process for developing Health Care Plans (Appendix A)
- Ensure that sufficient staff is trained to support pupils with specific medical needs, including cover for staff absence and turnover
- Ensure that all relevant staff is made aware of the pupil's condition. This is the responsibility of Kathryn Dewey (Inclusion Manager)
- Ensure any supply teachers are briefed. This is the responsibility of the School Secretary
- Ensure that risk assessments are undertaken for school visits, holidays and activities outside the normal school day. This is the responsibility of Eileen Rogers (Executive Head Teacher).
- Monitor individual Health Care plans. This is the responsibility of Kathryn Dewey (Inclusion Manager)

School staff will always use their professional discretion when managing pupil behaviour, and the information provided to them will ensure that the decisions they make are not discriminatory and support reasonable adjustments.

As a school **we will not normally**:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although we may sometimes query it)
- 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 Health Care 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, recovery time following illness or treatment
- 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- prevent children from participating, or create unnecessary barriers to children participating, in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## ROLES AND RESPONSIBILITIES

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### The Governing Board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### The Head Teacher

The Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

## Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **TRAINING AND SUPPORT**

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Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the head teacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction

## EMERGENCY PROCEDURES

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Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

To ensure that the best response is able to be provided, staff calling emergency aid will use the prompt in Appendix H.

## MANAGING MEDICINES

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### Prescribing

Prescription and non-prescription medicines will only be administered at school :

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Details of access to medicines within school, which need to be readily or quickly available, will be in each pupil's Health Care plan. Arrangements for access to medicines during offsite activities will also be contained in the plan

All normal infection control measures will be followed at all times (e.g. appropriate gloving, hand washing, disposal) and any equipment required for this will be provided in school.

Medicines which are no longer required will be returned to the parent/carer for safe disposal. Staff in school will always use sharps boxes for the disposal of needles and other sharps.

### **Controlled drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments



- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

### Parental consent

Administration and supervision of medication will be in accordance with the pupil's Health Care plan. Non-prescription medicines will only be administered without parental consent in exceptional circumstances. Staff will not administer any medication containing aspirin to a child under 16 **unless it has been prescribed by a doctor**. Staff will always inform parents/carers if non-prescription medication, e.g. for pain relief, was administered and the dosage given.

### Self-Management

After discussion with parents, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within individual Health Care plans. Wherever possible, pupils will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision which will be provided. If it is not appropriate for a pupil to self-manage, then appropriate staff will help to administer medicines and manage procedures. Arrangements for each pupil will be recorded on their Health Care plan. A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence; school will therefore monitor dosage to ensure the health and safety of **all** pupils in school.

### Record Keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

Gorse Ride Schools keeps a record of all medicines administered to individual children, stating what, how, the dosage that was administered, when and by whom. Any side effects of the medication administered at school will be noted and parents/carers informed. Examples of record keeping are in Appendix E and F.

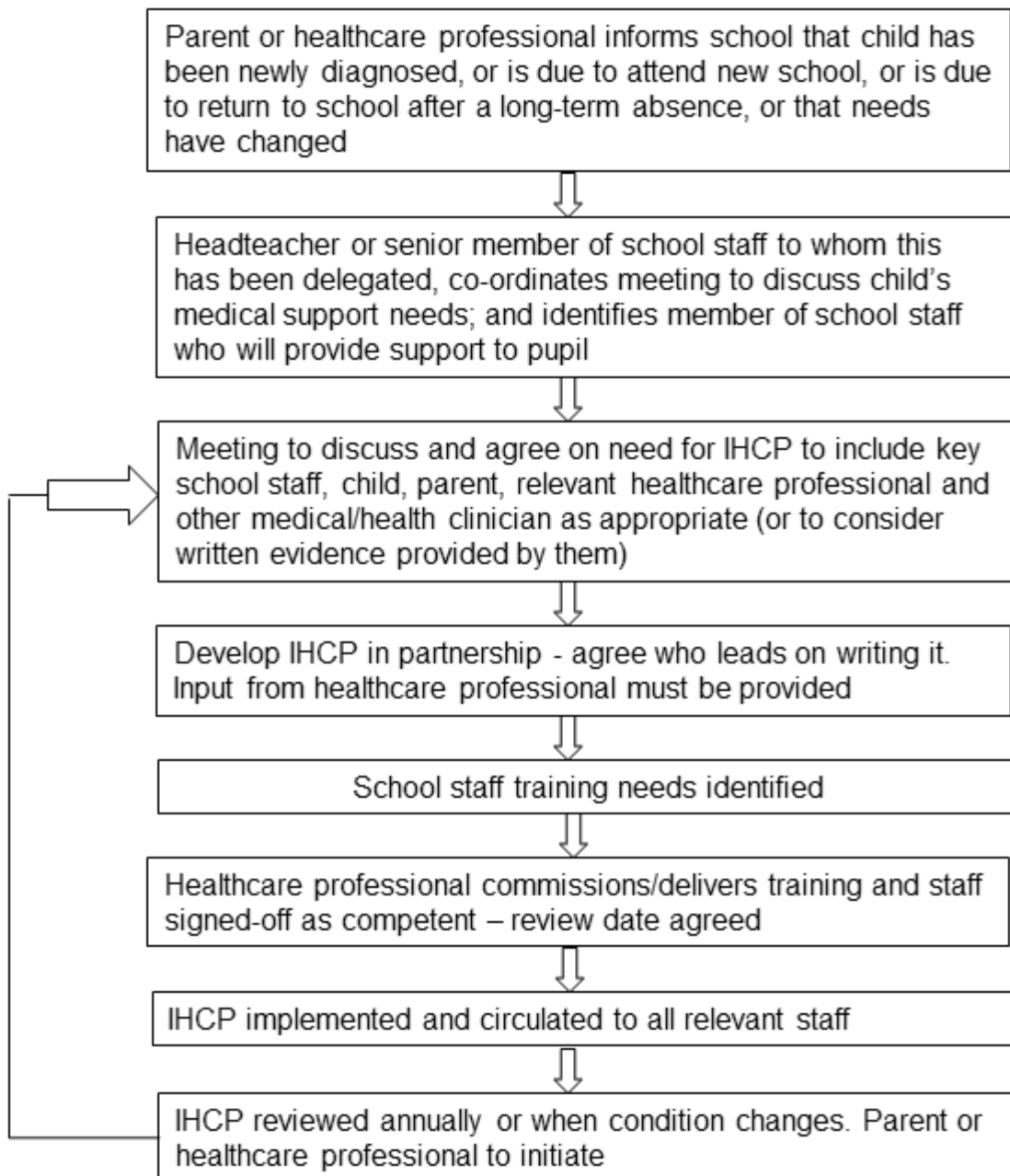
## **Insurance**

The School Business Manager is responsible for ensuring that insurance covering the administration of medication is provided for the school. In the case of any doubt about a particular medical procedure, school staff must always check that the cover extends to that individual procedure. This check is undertaken by the School Business Manager.

## **Complaints**

We know that all parents and carers want the best for their child and we seek to resolve these concerns quickly. Where parents/carers have a concern about the provision being made for their child, they should initially contact the Inclusion Manager. If this does not resolve the situation please follow the schools complain policy available on the school's website.

## APPENDIX A: PROCESS FOR DEVELOPING INDIVIDUAL HEALTH CARE PLANS



**APPENDIX B: TABLE OF RESPONSIBILITIES SET OUT IN THE STATUTORY GUIDANCE  
'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' APRIL 2014**

| Person/body    | Role/responsibility  |
|----------------|--|
| Governing Body | <b>must</b> make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They <b>should</b> ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies <b>should</b> ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They <b>should</b> also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.  |
| Headteachers   | <b>should</b> ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers <b>should</b> ensure that all staff who need to know are aware of the child's condition. They <b>should</b> also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. Headteachers have overall responsibility for the development of individual healthcare plans. They <b>should</b> also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They <b>should</b> contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse. |
| School staff   | any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.   |
| School nurses  | every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition. They would often be the health care professional who provides and confirms training                                  |

|  |   |
|--|---|
| Other healthcare professionals, including GPs and paediatricians | should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy).   |
| Pupils   | with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.  |
| Parents  | should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.  |
| Local authorities  | are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year). |
| Providers of health services                                     | should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participating in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.  |
| Clinical commissioning groups (CCGs)                             | commission other healthcare professionals such as specialist nurses. They should ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). Clinical commissioning groups should be responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice (and can help with any potential issues or obstacles in relation to this). The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally  |

|        |   |
|--------|---|
|        | elected representatives, how to strengthen links between education, health and care settings.   |
| Ofsted | their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. |

## APPENDIX C: LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTH CARE PLAN DEVELOPMENT

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Dear Parent

### Developing a Health Care Plan for ZZZ

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

The next step is for us to write a health Care Plan for ZZZ. Individual Health Care plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's medical condition. 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. Not all children will require a Plan so, together, we will agree 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.

We would like to hold a meeting at school and we suggest dd/mm/yyyy at U. 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, please telephone us to see if we can make an alternative time available. If this is not possible 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

## APPENDIX D: PARENTAL AGREEMENT



### Parental agreement for XXX School to administer medicine

**It is not possible for us to give your child medicine unless you complete and sign this form**

|                              |  |
|------------------------------|--|
| Name of child                |  |
| Date of birth                |  |
| Group/class/form             |  |
| Medical condition or illness |  |

|   |  |
|---|--|
| <b>Medicine</b>   |  |
| Name/type of medicine<br><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?             |  |
| Does your child take it themselves?   |  |
| If they do is supervision needed?   |  |
| Procedures to take in an emergency  |  |
| <b>NB: Medicines must be in the original container as dispensed by the pharmacy</b> |  |

|                        |  |
|------------------------|--|
| <b>Contact Details</b> |  |
| Name                   |  |
| Daytime telephone no.  |  |



|   |  |
|---|--|
| Relationship to child                                       |  |
| Address   |  |
| I understand that I must deliver the medicine personally to |  |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/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 \_\_\_\_\_

---

**APPENDIX E: RECORD OF MEDICINE ADMINISTERED**



**Record of medicine administered to an individual pupil**

|   |                            |
|---|----------------------------|
| <b>Name of pupil</b>                    |                            |
| <b>Date medicine provided by parent</b> |                            |
| <b>Group/class/form</b>                 |                            |
| <b>Quantity received</b>                |                            |
| <b>Name and strength of medicine</b>    |                            |
| <b>Expiry date</b>                      |                            |
| <b>Quantity returned</b>                |                            |
| <b>Dose and frequency of medicine</b>   |                            |
| <b>Staff signature</b>                  | <b>Signature of parent</b> |
|   |                            |

*\*For all medication it is essential that the dose is written clearly with the units for example – 2 x 5 mg.*

*Fridges: If any medication is stored in fridges, ensure that routine temperature monitoring takes place. In most schools a small separate fridge is most appropriate*

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given *</b>            |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given*</b>             |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                    |  |  |  |
|--------------------|--|--|--|
| <b>Date</b>        |  |  |  |
| <b>Time given</b>  |  |  |  |
| <b>Dose given*</b> |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given*</b>             |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given*</b>             |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given*</b>             |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Date</b>                    |  |  |  |
| <b>Time given</b>              |  |  |  |
| <b>Dose given*</b>             |  |  |  |
| <b>Name of member of staff</b> |  |  |  |
| <b>Staff initials</b>          |  |  |  |

**APPENDIX F: RECORD OF ALL MEDICINES ADMINISTERED TO PUPILS**

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| Date | Pupil | Time | Medicine | Dose | Any reaction | Signature | Print name |
|------|-------|------|----------|------|--------------|-----------|------------|
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |
|      |       |      |          |      |              |           |            |



**Health care plan**

| Pupil details    |  |                                       |
|------------------|--|---------------------------------------|
| Surname          |  | [Child/young person's chosen picture] |
| Other names      |  |                                       |
| Address          |  |                                       |
| Date of birth    |  |                                       |
| Language at home |  |                                       |

|  |        |                                    |  |
|--|--------|------------------------------------|--|
| Child/ young person's parent/s or person responsible |        |                                    |  |
| Address if different                                 |        | Relationship to child/young person |  |
| Telephone numbers                                    | home   |                                    |  |
|  | work   |                                    |  |
|  | mobile |                                    |  |
| First contact  |        |                                    |  |

|                            |  |         |  |
|----------------------------|--|---------|--|
| Hospital or clinic contact |  | GP      |  |
| Name                       |  | Name    |  |
| Phone                      |  | Contact |  |

| I am XXX and I have YYY |                    |
|-------------------------|--------------------|
| In school this means    | At home this means |
|                         |                    |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
| <b>This is how I like to be helped to manage my condition</b>                                      |  |  |  |
| <b>I carry my own medication</b>   |  | <b>I administer my own medication</b>          |  |
| <b>My medication is stored for me</b>  |  | <b>I am helped to administer my medication</b> |  |
| <b>I have an emergency plan</b>  |  | <b>An adult gives me my medication</b>         |  |
| <i>If this section has been completed by or with someone else please fill in the details below</i> |  |  |  |
| <b>Name</b>  |  | <b>Relationship</b>                            |  |

|   |             |            |                    |
|---|-------------|------------|--------------------|
| <b>Equipment, diet or medication needs in school</b>  |             |            |                    |
| <b>What</b>   | <b>When</b> | <b>Who</b> | <b>Review date</b> |
|   |             |            |                    |
|   |             |            |                    |
| <b>Any side effects of my medication</b> <i>child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.</i>  |             |            |                    |
|   |             |            |                    |
| <b>A general risk assessment for regular out of school activities.</b> <i>Any activity which is not regular, is off school premises or is an extended activity e.g. holiday will need an individual risk assessment</i> |             |            |                    |
|   |             |            |                    |

|   |             |             |             |
|---|-------------|-------------|-------------|
| <b>Key people within school who need to know about my condition</b> |             |             |             |
| <b>Name</b>   | <b>Role</b> | <b>Name</b> | <b>Role</b> |
|   |             |             |             |
|   |             |             |             |
|   |             |             |             |

|   |                                    |
|---|------------------------------------|
| <b>This is my emergency plan</b>          |                                    |
| <b>How people know there is a problem</b> | <b>What actions need to happen</b> |
|   |                                    |

|   |  |
|---|--|
| <b>Who is responsible in an emergency in school</b> |  |
| <b>Who is responsible in an emergency off site</b>  |  |

| <b>These people support me in managing my condition</b> |             |                        |                     |
|---|-------------|------------------------|---------------------|
| <b>Name</b>   | <b>Role</b> | <b>Contact details</b> | <b>Advice given</b> |
|   |             |                        |                     |
|   |             |                        |                     |
|   |             |                        |                     |

| <b>Non-medical support which helps me to access the full life of the school</b> |  |
|---|--|
| <b>Area of need/impact</b>  | <b>What provision will be made available</b> |
|   |  |
|   |  |

| <b>Staff training undertaken/required</b> |             |             |
|---|-------------|-------------|
| <b>Who</b>                                | <b>What</b> | <b>When</b> |
|   |             |             |

|   |  |
|---|--|
| <b>Date this Health Plan will be reviewed</b> |  |
| <b>People who helped draw up the Plan</b>     |  |
| <b>Plan sent to</b>                           |  |

| <b>Signatures</b> |              |             |
|-------------------|--------------|-------------|
|                   | <b>Role</b>  | <b>Date</b> |
|                   | Pupil        |             |
|                   | Parent/carer |             |
|                   | For school   |             |
|                   |              |             |

## APPENDIX H: CONTACTING EMERGENCY SERVICES

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**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. school telephone number 0118 973 4880 / 0118 973 2666
2. your name
3. your location as follows school/setting address
4. state what the postcode is
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
8. state that they will be met at that entrance
9. put a completed copy of this form by the phone