



Shears Green Junior School

Supporting Children with Medical Conditions Policy

Approved by: SGJS Governors

Date:

Last reviewed on:

Next review due by:

This policy is written in line with the requirements of:-

- Children and Families Act 2014 - section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies:

- SEN Policy
- Inclusion Policy
- Safeguarding Policy,
- Off-site visits policy,
- Complaints Policy

This policy was developed in consultation with parents of, and children with, medical conditions, representatives from the governing body, healthcare professionals, and representatives from the PTFA. The policy will be reviewed annually.

Definitions of medical conditions

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

Short-term affecting their participation at school because they are on a course of medication

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well (including monitoring and intervention in emergency circumstances). It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy and the individual healthcare plan will become part of the EHCP.

The statutory duty of the governing body

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The governing body of Shears Green Junior School fulfil this by:-

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;

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- Ensuring that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly and accessible to parents and school staff (this policy);
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation (see section below on policy implementation);
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications are received that a pupil has a medical condition);
- Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions (see section below on individual healthcare plans);
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);
- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on day trips, residential trips and sporting activities);
- develop transport healthcare plans in conjunction with the LA for pupils with life-threatening conditions who use home-to-school transport
- The school holds an asthma inhaler for emergency use and an EpiPen (subject to availability);

- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).

Policy implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body have conferred the following functions of the implementation of this policy to the staff below; however, the governing body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Head Teacher. The Head Teacher will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training.

The Assistant Head Teacher – (Inclusion Manager) will be responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable and for the monitoring of individual healthcare plans. The Inclusion Manager will be responsible in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be followed when notification is received that a pupil has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to Shears Green Junior School for the first time (Year 3) with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Shears Green Junior School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. We will make

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arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Shears Green Junior School does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by (Assistant Headteacher – Inclusion Manager), and following these discussions an individual healthcare plan will be written in conjunction with the parent/carers, and be put in place.

Individual healthcare plans

Individual healthcare plans will help to ensure that Shears Green Junior School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached the Head Teacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at Appendix B.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which should be taken to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Shears Green Junior School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that Shears Green Junior School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Appendix B provides a template for the individual healthcare plan, and although this format may be varied to suit the specific needs of each pupil, they should all include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;(under supervision)
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carers and the Head teacher, for medication to be administered by a member of staff, or self-administered by the pupil during school hours(under the supervision of an adult);
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g., risk assessment;
- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Roles and responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at Shears Green Junior School.

In addition we can refer to the **Community Nursing Team** for support with drawing up Individual Healthcare Plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to pupils with medical conditions.

Other **healthcare professionals, including GPs and paediatricians** should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, 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, and can, for example, alert staff to the deteriorating condition or emergency needs of pupils with medical conditions.

Parents/carers 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, e.g. 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 in Kent. 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 well-being of children with regard to their physical and mental health, and their education, training and recreation. KCC is currently consulting on the re-organisation of its Health Needs provision which will strengthen its ability to 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. KCC will work with us 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. When it is clear that a child will be away from school for 15 days or more because of health needs Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty, (whether consecutive or cumulative across the year).

Providers of health services should co-operate with schools that are supporting children with medical conditions. They 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 have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities). The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The **Ofsted** 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 it is being implemented effectively.

Staff training and support

Please see Appendix A for the list of staff with first aid training.

The following staff have received Specific/specialist training:

Jennifer Fisk	Moving and Handling Training
Denise Hall	Physiotherapy training/ Moving and Handling Training
Lorna Wheeler	Moving and Handling Training
Nikki White	Moving and Handling Training

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Clare Martin	Moving and Handling Training
Sue Johncock	Moving and Handling Training
Hollie Ludlow	Diabetes Training
Tracy Akers	Diabetes Training
Louise Pettman	Diabetes Training
Alice Young	Epilepsy Training
Mareesa Wahab	Epilepsy Training
Helen Philpot	Epilepsy Training
Maria Gemmell	Epilepsy Training

Appendix D will be used to record staff training for administration of medicines and /or medical procedures.

The majority of staff have completed the Administration of Medicines in School course.

Epi-Pen training

Please see Appendix A for the staff with Emergency Paediatric Training & Epi-pen training and Appendix E for the Epi-pen & Asthma Pump authority letter.

All staff that are required to provide support to pupils for medical conditions will be trained by healthcare professionals qualified to do so. The training need will be identified by the healthcare professional during the development or review of the individual healthcare plan. We may choose to arrange training themselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). A first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication (see template).

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The Head Teacher will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parent/carers, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so (under the supervision of staff). This will be reflected in the individual healthcare plan.

Children will only be allowed to carry their own medicines/devices in exceptional circumstances. Shears Green Junior School does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing medicines on school premises and record keeping

At Shears Green Junior School the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- The school may administer medicines prescribed by a doctor in accordance with the Administration of Medicines in School Policy.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- Shears Green Junior School will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container;
- All medicines will be stored safely in the School Office. **Children should know 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 should be always readily available in the child's classroom or to be carried with them in some circumstances and not locked away. Asthma inhalers should be marked with the child's name.
- During school trips the first aid trained member of staff will carry all medical devices and medicines required;
- A child who had 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. Monitoring arrangements may be necessary. **However, it is our policy for all controlled drugs that have been prescribed for a pupil to be handed in by a parent, with the relevant documents completed and placed in a securely stored, non-portable container and only named staff will have access.** Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school;
- Staff administering medicines should do so in accordance with the prescriber's instructions. Shears Green Junior School will keep a record (see Appendix C) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;

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- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

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Emergency procedures

The Head Teacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day trips, residential visits, and sporting activities

We will actively support pupils with a medical condition to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Other issues for consideration

Where a pupil uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

The Governing Body is still considering whether to invest in the defibrillators and staff training.

Unacceptable practice

Although staff at Shears Green Junior School should use their discretion and judge each case on its merit with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);

- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet 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. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and indemnity

Insurance is organised through Kent County Council and is Zurich Municipal Policy number KSC - 122097853.

Complaints

Should parents\carers be unhappy with any aspect of their child's care at Shears Green Junior School, they must discuss their concerns with the school. This will be with the child's class teacher the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head Teacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the Shears Green Junior School complaints procedure.

Further sources of information:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>

Appendix A

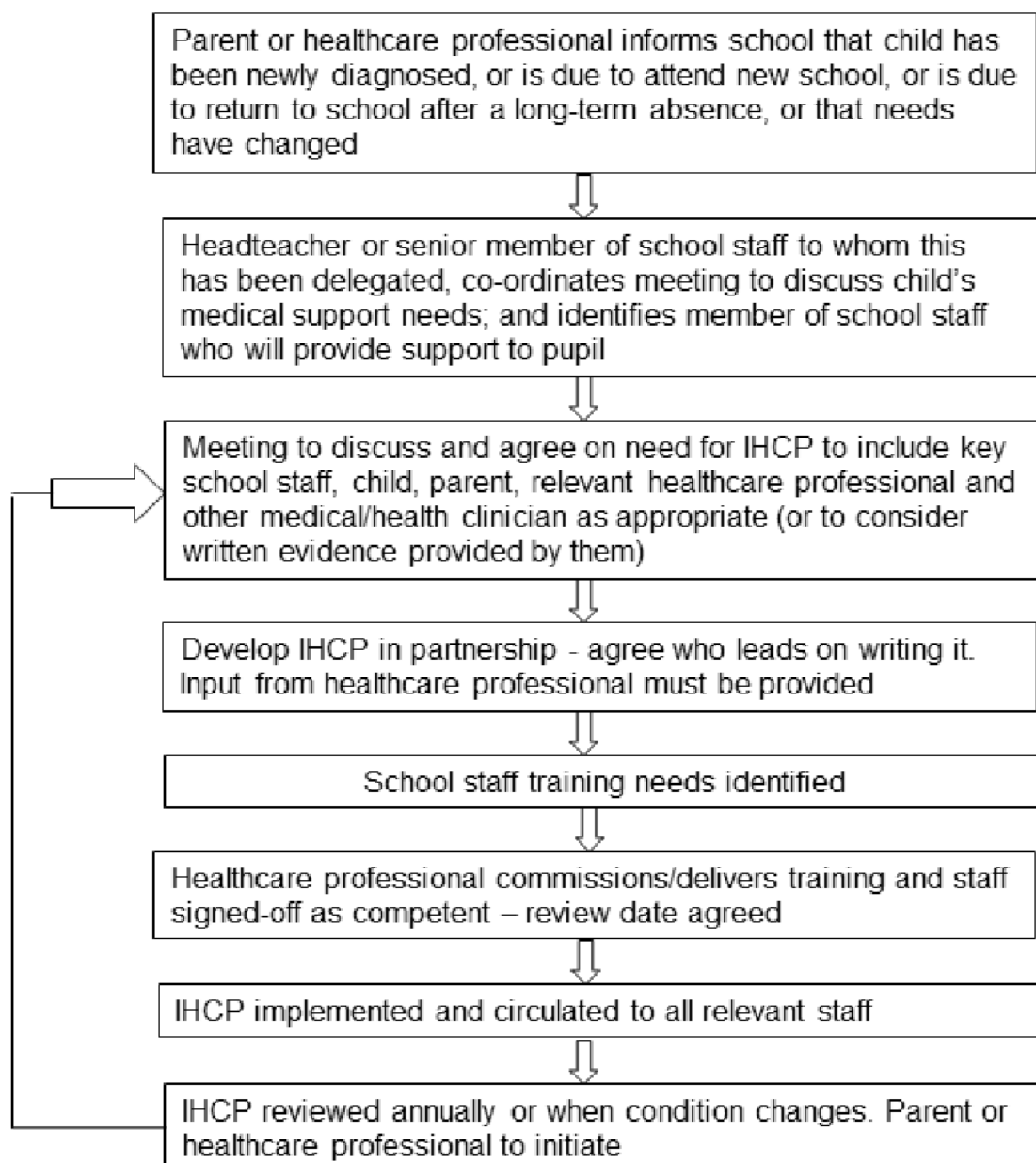
First Aid Training Record as at 24th February 2019 Emergency Paediatric First Aid & Epi Pens

Member of Staff	Position	Date Awarded	Renewal Due
Tracy Akers	TA	17/01/19	17/01/22
Nicola Bagley	TA	17/01/19	17/01/22
Hazell Ball	Admin	17/01/19	17/01/22

Lis Barham	HLTA	17/01/19	17/01/22
Cheryl Boston	TA	17/01/19	17/01/22
Sue Bourne	TA	17/01/19	17/01/22
Sabine Capello	TA	17/01/19	17/01/22
Nikki Chantler	TA/MDS	17/01/19	17/01/22
Sam Eve	Kitchen Manager/ Breakfast Club	17/01/19	17/01/22
Janet Farrell	School Business Manager	17/01/19	17/01/22
Lee-Ann Fenton	HLTA/Sports	17/01/19	17/01/22
Jennifer Fisk	HLTA/MDS	17/01/19	17/01/22
Linda Gillett	Senior MDS/ Breakfast Club	17/01/19	17/01/22
Denise McColgan	TA/MDS	17/01/19	17/01/22
Emma Hall	TA/MDS	17/01/19	17/01/22
Annette Hope	TA	17/01/19	17/01/22
Nicola Humm	TA	17/01/19	17/01/22
Sandra James	TA	17/01/19	17/01/22
Sue Johncock	TA	17/01/19	17/01/22
George Kingdon	Sports Coach	17/01/19	17/01/22
Annabelle Lear	HLTA	17/01/19	17/01/22
Stephanie McGowan	MDS/Breakfast Club	17/01/9	17/01/22
Sandra Manning	TA	17/01/19	17/01/22
Clare Martin	TA	17/01/19	17/01/22
Hayley Martin	TA	17/01/19	17/01/22
Hannah Odd	Admin	17/01/19	17/01/22
Matt Paterson	Deputy Head	17/01/19	17/01/22

Helen Pereira	TA	17/01/19	17/01/22
Teresa Searle	Senco	17/01/9	17/01/22
Lorna Wheeler	TA	17/01/19	17/01/22
Nikki White	TA/MDS	17/01/19	17/01/22
Cherie Williams	TA	17/01/19	17/01/22

Annex A: Model process for developing individual healthcare plans



INDIVIDUAL HEALTH CARE PLAN

Student's Name			
Date of Birth			
Class/Group/Form			
Student's Home Address			
School Doctor's Name and surgery			
School Doctor's Contact number			
Medical Diagnosis or Condition			
Date Completed		Review Date	
Completed by (Name and role)			
Completed by (Signature)			

In the event of an EMERGENCY	
What constitutes an <u>emergency</u> for the student? Note <u>Signs and symptoms</u> and any <u>known triggers</u> for the onset or exacerbation of symptoms	<u>Action</u> to be taken in the event of an <u>emergency</u>

School staff responsible in an emergency			
On Site:		Off-site Activities:	

School staff responsible for providing non-emergency support			
On Site:		Off-site Activities:	

Other information including any potential complications noted
Staff training requirements
People involved in developing the plan and contact details

Family Contact Information		
Name		
Relationship to student		
Contact Numbers	Home	
	Mobile	
	Other	

Second Contact Information		
Name		
Relationship to student		
Contact Numbers	Home	
	Mobile	
	Other - work	

Hospital Consultant/Clinic Details/Outside Agencies	
Name	
Service/agency	

Contact Number	
Name	
Service/agency	
Contact Number	
Name	
Service/agency	
Contact Number	
Name	
Service/agency	
Contact Number	

Parent/Carer Consent I agree with the content of this individual healthcare plan. Yes / No I give consent for it to be shared as appropriate* Yes / No If No indicate reasons for disagreement 			
Parent/ Carer's Name		Parent/ Carer's Signature	
Health professional		Health professional's signature	

Process for sharing/storing plan

Action	Action date	Action by
Paper copy filed in Medical Records		
Paper copy given to Staff		
Paper copy given to Parent/Carer		



Shears Green Junior School

Parental Agreement to Administer Prescribed Medicines

The school will not give your child medicine unless you complete and sign this form.

Child's Name	
Class	
Date of Birth	
Daytime Contact Number of Parent/Carer	
Medical Condition	
Name and Contact Number of GP	

Medicine

Please note that all medicine must be in the original container as dispensed by the pharmacist. All medicines should be handed into and collected from the office.

Name/Type of Medicine	
Expiry Date	
Dosage/Method of Administration	
Time to be Given	
Special Precautions/Instructions	
Possible Side Effects	

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

Signed Parent Name Date

Accepted by on behalf of SGJS Date.....

Appendix D

Staff Training record – Administration of medicines and /or medical procedures

Name of school/setting	Shears Green Junior School			
Name of staff member				
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

Appendix E

Dear Parent/Carer,

Date

Re : Epi-pens

We note from your child's Healthcare Plan that he/she has a condition which may require an Epi-pen..

I am writing to inform you of the School's guideline with regard to Epi-pens.

We have received advice from the school nurse which suggests that:

- all pupils requiring an Epi-pen should carry them in a suitable bag at all times. This can be a small shoulder bag or a waist bag.

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- All pupils should have two Epi-pens in school, one of which will be kept in the School office which is adjacent to the Dining Hall.
- All Epi-pens will be checked on a regular basis by staff but it is parental responsibility to check on the Expiry Dates.
- Staff have received appropriate training and will administer the Epi-pen and then make the necessary calls.

Would you please sign and return the slip below indicating either your agreement or, your wish for your child not to keep the Epi-pen with them, thereby taking full responsibility yourself.

Yours faithfully,

Head Teacher

Re: Epi -pens

Please return to the school office

I agree and accept the above guidelines regarding Epi-pens in school

I do/do not agree to my child carrying the Epi-pen with them in school

Signed _____ Parent/Carer

Date _____ Child's name _____

Appendix E

Dear Parent/Carer,

Date

Re : Asthma Pumps

Your child of class has an asthma pump in school.

I am writing to inform you of the School's guideline with regard to asthma pumps.

- 1) All asthma pumps for pupils in year 3 and 4 will be kept in an asthma box in the office.
- 2) All asthma pumps for pupils in years 5 and 6 will be kept in the classroom
- 3) All asthma pumps will be clearly named.

We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day. All pupils will have easy access, at all times, including breaktimes if they require their pump.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the staff thereby taking full responsibility yourself.

Yours faithfully,

November 2021

Head Teacher

Re: Asthma Pumps

I agree and accept the above guideline regarding asthma pumps in school

Signed _____ Parent/Carer

Date _____ Child's name _____