



**Tudor Grange Academies Trust**

# Supporting Pupils with Medical Conditions Policy

<b>Document title</b>	Supporting Pupils with Medical Conditions Policy
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<b>Approving Committee</b>	MAT Board
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## 1. Introduction

This policy is written in line with the statutory requirements set out in Section 100 of the Children and Families Act 2014 and the Department for Education's statutory and non-statutory guidance as set out in Supporting Pupils in School with Medical Conditions.

## 2. Definitions

The following words/ phrases shall have the meaning given below in this document:

<b>“Academy”</b>	Any school which falls within the umbrella of the Trust.
<b>“Board”</b>	The Multi-Academy Trust board which is made up of the directors (and trustees) who together are responsible for the delivery of the core functions and hold the Executive Principal to account.
<b>“Executive Principal”</b>	The person with the overall responsibility for the day to day running of the Trust. The Principals of the individual Academies are accountable to the Executive Principal.
<b>“Manager”</b>	Any person who provides directions to other more junior Trust Persons and whom the same Trust Persons report to.
<b>“Medication”</b>	Any prescribed or over the counter medicine.
<b>“Prescribed Medication”</b>	Any drug or device prescribed by a doctor.
<b>“Principal”</b>	The person responsible for the day to day running of a particular Academy within the Trust.
<b>“SENCO”</b>	Special Educational Needs Coordinator
<b>“Trust”</b>	Tudor Grange Academies Trust (company number: 07365748) whose registered office is at Tudor Grange Academy, Dingle Lane, Solihull, West Midlands, B91 3PD.
<b>“Trust Person”</b>	All staff trustees and governors engaged by or associated with the Trust.

## 3. Aims

3.1. The Trust aims to ensure that all pupils are properly supported by the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. The Trust provisions will be responsive to the variable demands of an individual student's medical condition.

3.2. This Policy:

- sets out clear policies and procedures which provide a sound basis for ensuring that all pupils with medical conditions receive proper care and support whilst at the Academy;
- sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs);
- defines individual responsibilities for pupils' safety;

- explains the procedures to ensure the safe management and administration of medicines.

3.3. In making, reviewing and implementing this policy the Academy has had regard to its Equal Opportunities policies and in particular to the needs of pupils with disabilities. This policy also links with the Academy's disability access plan, the SEN Information Report as published on the Academy's website and the SEN policy.

#### **4. Roles and responsibilities**

##### **4.1. Local Authority (LA)**

The LA is responsible for:

- promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions;
- providing support, advice and guidance to schools and their staff;
- making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to medical conditions.

##### **4.2. The MAT Board**

The MAT Board is responsible for:

- the overall implementation of the Supporting Pupils with Medical Conditions Policy and for ensuring that a relevant policy is in place that does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation;
- overseeing Trust-wide implementation of this policy;
- satisfying itself that staff have the relevant training.

##### **4.3. The Local Governing Body (LGB)**

The LGB is responsible for:

- the overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of the Trust in the relevant Academy;
- informing the Board if it believes that the Supporting Pupils with Medical Conditions Policy discriminates on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation;
- handling complaints regarding the Supporting Pupils with Medical Conditions Policy as outlined in the Trust's Complaints Policy;
- ensuring that members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed:

- ensuring the level of insurance in place reflects the level of risk.

#### 4.4. Principal

The Principal is responsible for:

- ensuring that all staff are aware of the policy for Supporting Pupils with Medical Conditions and understand their role in its implementation;
- ensure that all staff who need to know are aware of a child's condition;
- 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;
- overall responsibility for the development of individual healthcare plans;
- keeping written records of any and all medicines administered to individual pupils and across the school population;
- ensuring that all pupils with medical conditions are able to participate fully in all aspects of Academy life;
- guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibility under the Supporting Pupils with Medical Conditions Policy;
- in the absence of an Academy nurse, the Principal is responsible for trained staff giving Prescribed Medication during the Academy day.

#### 4.5. Academy Designated Contacts

4.5.1. The Trust has designated contacts (Administrator of medicines) in each Academy who responsible for ensuring support for pupils with medical needs are included at Schedule 1. They are responsible for facilitating communication with all parties and ensuring that the Trust is meeting the needs of all those pupils identified.

4.5.2. Areas of general responsibility include:

- maintaining a list of all pupils with medical conditions;
- ensuring the policy is developed effectively with partner agencies;
- ensuring all staff are aware of the policy for Supporting Pupils with Medical Conditions and understand their role in its implementation;
- liaising with healthcare professionals regarding the training required for staff;
- 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 numbers of trained staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;

- informing the Principal and where necessary, facilitating the recruitment of additional and appropriate member(s) of staff in order to deliver the promises made in this policy;
- ensuring that any adjustments to accommodation or the curriculum are made, provide ongoing monitoring of the student's individual situation and needs whilst in Academy;
- developing appropriate individual healthcare plans and emergency plans (see Appendix B);
- ensuring contact arrangements for the Academy nursing service are in place ensuring that first aid and medical advice is available in the Academy;
- arranging briefing for staff on first aid and medical arrangements;
- ensuring that arrangements are in place for safeguarding pupils during off-site activities;
- ensuring that all parents are aware of the Trust's policy and procedures for dealing with medical needs;
- ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy;
- contacting the school nursing service in the case of any child who has a medical condition; and
- reporting annually to the LGB on the working of the policy.

#### 4.6. Academy staff

4.6.1. No members of staff are obliged to give, or oversee the giving of, Medication to pupils; only the Academy nurse (if appointed) or other Academy staff who have agreed to and who are authorised and trained in the giving of Medication are authorised to give or oversee the taking of, Medication by pupils or administer medicines (i.e. injections).

4.6.2. All staff are responsible for:

- knowing the arrangements and following the Trust's procedures. This includes familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help;
- taking appropriate steps to support pupils with medical conditions;
- making reasonable adjustments, where necessary, to include pupils with medical conditions into lessons;
- knowing how to call for help in an emergency;
- reporting any problems to the Academy nurse (if appointed) or the other Academy staff appointed to support pupils with medical conditions and oversee the administration of medication.

4.6.3. Academy staff who have to and who are authorised and trained in the giving of Medication are responsible for:

- undertaking training to achieve the necessary competencies for supporting pupils with medical conditions;
- administering medicines;
- administering injections if they have been trained to do so.

4.6.4. Academy staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The Academy will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

4.6.5. The Academy arrangements for administering Medication are in line with the government guidance in Supporting Pupils in Academy with Medical Conditions.

4.7. The Health and Safety Manager (HSM)

The School Administrator(S) of Medicine, supported by the HSM are responsible for:

- putting appropriate arrangements in place in consultation with the nurse/nominated person;
- arranging regular reports from the nurse or person appointed to oversee the taking of medication by pupils and/or administration of medicines to pupils;
- ensuring the suitability of the procedures;
- 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 Principal.

4.8. The Academy nurse

4.8.1. All Academies have access to the Trust nursing service but some Academies may choose to appoint an Academy nurse or designated first aider who works solely in the one establishment.

4.8.2. The Academy nurse is responsible for:

- notifying the Academy when a child has been identified as requiring support in school due to a medical condition;
- liaising locally with lead clinicians on appropriate support;
- collating information provided by parents;
- administering all Prescribed Medication;
- administering any non-prescription medication;

- ensuring safe storage;
- providing Academy 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 the Principal and/or HSM.

4.8.3. The Academy nurse could be involved together with parents/guardians and medical advisers in the formulation of individual health care plans. In conjunction with the local NHS Trust and the Principal, the Academy nurse, if appointed, will be involved in advising/providing support for staff training on medical issues.

#### 4.9. Parents

4.9.1. Parents/carers/guardians are responsible for:

- making sure that their child is well enough to attend the Academy;
- keeping the school informed about any changes to their child or children's health;
- completing a parental agreement to administer medicines form before bringing Medication into the Academy (see Appendix C for an example of the form);
- providing the school with the Medication their child or children require and keeping this up to date;
- collecting any leftover medicine(s) at the end of the academic year;
- discussing Medication with their child or children prior to requesting that a member of staff administers the medicine;
- where appropriate, developing an individual healthcare plan for their child in collaboration with the Principal, other staff members and healthcare professionals.

4.9.2. Normally any Prescribed Medication should be administered at home. The Academy accepts, however, that it may be necessary for some Medication to be administered during Academy hours especially where it would be detrimental to a child's health if medicine were not administered during the Academy 'day'.

4.9.3. The Academy is responsible for requesting information concerning details of all pupils' medical conditions and care; however parents should provide the Principal with sufficient information about their child's medical condition and treatment or any special care needed at the Academy during the Academy day. Parents/guardians should ensure that these details are kept up to date.

4.9.4. Parents are responsible for ensuring that any medicines that need to be administered during the Academy 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.

## 5. Training of staff

5.1. As part of the new starter induction programme run by the Trust, teachers and support staff will need to be aware of the Supporting Pupils with Medical Conditions Policy.

- 5.2. All teachers and support staff responsible for the administration of medicines will receive regular training as part of their ongoing development.
- 5.3. Teachers and support staff who undertake responsibilities under the Supporting Pupils with Medical Conditions Policy will receive the necessary external training.
- 5.4. Staff will not administer prescription Medication or undertake any healthcare procedures without first undergoing and passing training specific to the responsibility.
- 5.5. Staff will not administer drugs by injection unless and until they have received and passed training in this responsibility.
- 5.6. The Administrator of Medicines will keep a record of training undertaken by staff and also a list of all staff members qualified to undertake responsibilities under the Supporting Pupils with Medical Conditions Policy.

## **6. The role of the pupil**

- 6.1. Pupils who are competent will be encouraged to take responsibility for managing the administration of their own medicines and procedures.
- 6.2. Where possible pupils will be allowed to carry their own medicines and medical equipment. Where this is not possible, the pupil's medicines and equipment will be stored in an easily accessible location (made known to the student).
- 6.3. If a pupil refuses to take their Medication or to carry out the necessary procedure, their parent(s)/guardian/carer will be informed so the Academy can explore alternative options.
- 6.4. Where appropriate, pupils will be encouraged to take/administer their own medicines under the supervision of the Academy nurse (if appointed) or an appropriate member of staff.
- 6.5. Pupils are only allowed to carry medicines that have been prescribed to them by a qualified healthcare professional; pupils are not permitted to carry any other forms of Medication.

## **7. Individual Healthcare Plans (IHCPs)**

- 7.1. Where required, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parent(s)/carer(s)/guardian(s), the Principal, SENCO and medical professionals. Please see Appendix B for a template IHCP.
- 7.2. IHCPs will be easily accessible whilst also preserving and maintaining the student's confidentiality.
- 7.3. The IHCP will be reviewed annually or when a student's medical circumstances change, whichever is sooner.
- 7.4. Where a student has an educational health and care plan or a special needs statement, the IHCP will be linked to it or form part of it.
- 7.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, the Trust will work both the LA and education provider to ensure that the IHCP identifies the support the student requires to reintegrate into the Academy environment.

## **8. Medicines**

- 8.1. Where possible, it is preferable for medicines to be prescribed in frequencies which allow the student to take them outside of school hours.
- 8.2. Where it is not possible for medicine to be prescribed in the frequencies outlined above, prior to appropriate staff members administering any medication to the student, the student's parent(s)/carer(s)/guardian(s) must complete and sign a parental agreement for the Academy to administer medicines form (an example of which is located in Appendix C).
- 8.3. Except in exceptional circumstances, no student will be given any prescription or non-prescription medicines without written parental consent.
- 8.4. No student under 16 years of age will be given medicine containing aspirin without a doctor's prescription.
- 8.5. Medicines MUST: be in date, labelled and provided in their original container (except in cases of insulin which may come in a pen or pump) complete with dosage instructions. Medicines which fail to meet these requirements will not be administered.
- 8.6. It is the Trust's policy that pupil's medication is not stockpiled, and only one container/bottle/packet or course of medicine is permitted at any one time. Staff should ensure that all medicines is in date before administering a dose.
- 8.7. Controlled drugs may only be taken on Academy premises by the individual student to whom they have been prescribed to. Passing such drugs to others is an offence and will be dealt with by the Academy.
- 8.8. Medication will be stored in the [ ].
- 8.9. A written record of any Medication administered to pupils will be kept.
- 8.10. Pupils will never be prevented from accessing their Medication.
- 8.11. The Trust and relevant Academy cannot be held responsible for any side effects that occur when the Medication is taken correctly.

## **9. Emergencies**

- 9.1. Medical emergencies will be dealt with under the Trust's emergency procedures.
- 9.2. Where an IHCP is in place, the IHCP should detail the following:
  - what constitutes an emergency;
  - what to do in an emergency.
- 9.3. Pupils will be informed, in general terms, of what to do in an emergency, e.g. telling a member of staff.
- 9.4. Where a student needs to be taken to a hospital, a member of staff will remain with the student until their parent(s)/carer(s)/guardian(s) arrive.

## **10. Avoiding unacceptable practice**

The Trust understands and acknowledges that the following behaviour is unacceptable:

- assuming that pupils with the same condition(s) require the same treatment;
- ignoring the views of the student and/or their parent(s)/carer(s)/guardian(s);
- ignoring medical evidence or opinion;
- frequently sending pupils home from the Academy or preventing pupils from taking part in activities at the Academy;
- sending pupils to the medical room or Academy office alone if they become ill;
- penalising pupils with medical conditions for their attendance record where the absences relate to their condition(s);
- making parent(s)/carer(s)/guardian(s) feel obliged or forcing them to attend school to administer medication or provide medical support, including toilet issues;
- creating barriers to pupils participating in Academy life, including school trips;
- refusing to allow pupils to eat, drink or use the toilet facilities when they need to in order to manage their conditions.

## **11. Insurance**

- 11.1. Members of staff who undertake responsibilities contained in the Supporting Pupils with Medical Conditions Policy are covered by the Trust's insurance.
- 11.2. Full written insurance policy documents are available to be viewed by members who staff who are providing support to pupils with medical conditions in accordance with this policy. Those members of staff who wish to see the documents should contact [ ].

## **12. Complaints**

Details of the procedure for making complains can be found in the Complaints Policy located on the Trust website.

## **13. Specific medical issues**

- 13.1. The Trust welcomes all pupils and encourages them to participate fully in all Academy activities.
- 13.2. The Academy routinely and regularly advises staff on the practical aspects of the management in the Academy of:
  - asthma attacks;
  - diabetes;
  - epilepsy;
  - an anaphylactic reaction.

Further detailed information is contained in the appendices to this document. The Academy will keep a record of all pupils who may require such treatment.

- 13.3. The Academy expects all parents whose children may require such treatment to ensure that appropriate Medication has been lodged with the Academy together with clear guidance from the prescriber on the usage of the medication. The Medication **must** be provided in the container as dispensed.
- 13.4. The Trust expects all parents whose children are asthmatic to ensure the respective Academy is aware. These pupils should carry their inhalers with them at all times. Spare inhalers may be stored at the Academy support if necessary and available.
- 13.5. The Trust expects all parents whose children require epipens to ensure that Academy are aware. These pupils should carry their epipens with them at all times. A spare epipen must also be stored with Academy support.

#### 14. IHCP implementation procedure



## Schedule 1

### Academy Designated Contacts

<b>Academy</b>	<b>Designated Contact</b>
<b>Tudor Grange Academy Solihull</b>	
<b>Tudor Grange Primary Academy St James</b>	<b>Miss Sarah Deakin (Principal)</b>
<b>Tudor Grange Academy Worcester</b>	
<b>Tudor Grange Samworth Academy</b>	
<b>Tudor Grange Primary Academy Haselor</b>	
<b>Tudor Grange Academy Redditch</b>	
<b>Robert Smyth Academy</b>	
<b>Tudor Grange Academy Kingshurst</b>	

#### Appendices:

- A. Example of a Policy on Responding to Asthma.
- B. Individual Healthcare Plan.
- C. Parental Agreement for School to Administer Medicines.
- D. Record of Medicine Administered to an Individual Child.
- E. Staff Training Record – Administration of Medicines.
- F. Contacting Emergency Services.
- G. Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

### Example of a Policy on Responding to Asthma

Academy staff are not required to administer asthma medicines to pupils (except in an emergency), but where staff are happy to administer asthma medicines the Academy will ensure that they are covered by insurance and receive any necessary training.

All staff should understand that immediate access to reliever medicines (usually inhalers) is essential. Pupils with asthma are encouraged to carry their own inhalers as soon as the parent/carer, doctor or asthma nurse agrees that they are mature enough.

This policy sets out the Academy's response to the problems posed by asthma, taking into account its responsibility for ensuring as far as is reasonably practicable the health and safety of employees and pupils.

#### 1. AIMS

The policy sets out the system for ensuring that:

- staff and pupils with asthma are known
- appropriate training is given to staff and pupils
- all staff know their roles in ensuring that asthma attacks are dealt with quickly and effectively
- governors, staff, pupils and parents know what the system is and the part they have to play

#### 2. RESPONSIBILITIES

**2.1 The Principal** is responsible for:

- ensuring that a system is in place and is properly managed and reviewed
- ensuring that a system is in place for recording asthma sufferers
- ensuring that a system is in place for training staff
- reporting annually to the Academy council on any incidents and the general working of the system

**2.2 The health and safety manager/Academy nurse/designated member of staff** is responsible for:

- the management of the system
- ensuring that pupils with asthma are known and records are kept appropriately

- ensuring that appropriate training is given
- obtaining and circulating appropriate guidance
- ordering supplies of the *Asthma UK* Academy Asthma Cards
- ensure that the *Asthma UK* procedure in the event of an asthma attack is visibly displayed in the staffroom
- ensuring annually that all staff know how to call for help in an emergency
- reviewing the system periodically
- ensuring that appropriate storage for medicines is provided, where necessary
- liaising with medical staff as necessary
- communicating with teaching and support staff, and parents
- reporting to the Principal

### **2.3 All staff:**

- know which of their pupils is on the asthma register
- allow pupils to take their own medicines when they need to
- know what to do in the event of an asthma attack in Academy
- know how to call for help in an emergency
- where appropriate, store in their classroom a spare inhaler in case the student's own inhaler runs out or is lost
- make a note (and inform parents/Academy nurse/asthma nurse --- as agreed and set out in Academy policy) when a student has had to use the inhaler

### **2.4 Parents/carers**

- providing the Academy with a spare reliever labelled with the student's name by the parent/carer;
- completing and returning to the Academy the asthma card

### **2.5 All pupils will:**

- be told about asthma and encouraged to be sympathetic to fellow pupils with asthma

## **3. Record keeping**

Parents will be asked to complete a medical questionnaire at the beginning of the Academy year. This will include asthma.

All pupils with asthma will then be sent an *Asthma UK* Academy Asthma Card to give to the doctor or asthma nurse to complete. The card must then be returned to the Academy.

The names of pupils with asthma will be kept on the Academy register maintained by the HSM/Academy nurse/designated member of staff

The HSM Academy nurse/designated member of staff will ensure that parents/carers are requested annually to update the Asthma Card, or supply a new one if the student's medicines, or the dosage, change.

#### **4. PE and games**

Taking part in PE activities is an essential part of Academy life for all pupils including those with asthma. They will be encouraged to take a full part in PE activities.

All PE staff will know who has asthma from the Academy's asthma register. Before each lesson PE staff will remind pupils whose asthma is triggered by exercise to take their reliever inhalers, and to warm up and down before and after the lesson.

The same applies to class teachers (and where relevant support staff) where other lessons (e.g. drama) might involve physical activity.

#### **5. Academy environment**

The Academy will do all it can to make the environment favourable to pupils with asthma. The Academy will not keep furry or feathery animals. There is also a rigorous no smoking policy. The Academy will as far as possible not use chemicals on the main school site in the Academy that are potential triggers for asthma.

Pupils with asthma will be told to leave the teaching area and to go to a designated area if particular fumes trigger asthma.

#### **6. Dealing with the effects of asthma**

When it is known that a student has to miss a lot of Academy time or is always tired through the effects of asthma, or the asthma disturbs their sleep at night, the pupil's teacher will talk to parents/carers to determine how best to ensure that the student does not fall behind.

If appropriate the teacher will also talk to the Academy nurse or SEN co-ordinator about the student's needs.

In the event of an asthma attack the Academy will follow the procedure outlined by *Asthma UK* in its *Academy Asthma Pack*.

#### **Guidance**

The Academy Asthma Pack – *Asthma*  
*UK* Asthma Awareness for Academy  
Staff Asthma Resources for Pupils

Order your free Asthma Attack Card from *Asthma UK*.

[http://www.asthma.org.uk/about---asthma/what---to---do---in---an---asthma---attack/asthma-  
--attack--- card/](http://www.asthma.org.uk/about---asthma/what---to---do---in---an---asthma---attack/asthma-<br/>--attack--- card/)

### **Monitoring and review**

Staff will report incidents of asthma to the HSM/Academy nurse/designated member of staff

The HSM/Academy nurse/designated member of staff will keep a record of attacks and report to the Principal

The Principal will report annually to the LGB as an integral; part of the report on the supporting pupils in Academy with medical conditions

The policy will be reviewed every two years or more frequently if necessary

**Appendix B**

**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 student'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

---

---

**Parental Agreement for School to Administer Medicine**

The school 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

*(as described on the container)*

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

I understand that I must deliver the medicine personally to




--

[agreed member of staff]
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Daytime telephone no.

Relationship to child

Address

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

**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			

**Staff Training Record – Administration of Medicines**

Name of school/setting	<input type="text"/>
Name	<input type="text"/>
Type of training received	<input type="text"/>
Date of training completed	<input type="text"/>
Training provided by	<input type="text"/>
Profession and title	<input type="text"/>

**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

**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

**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 the each student 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 Academy 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 student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely