



Supporting Pupils at School with Medical Conditions

Policy

Policy Status: Statutory Reviewed By: Local Governing Body

This Policy was agreed in: April 2021. It will be reviewed in: April 2023

Our Mission Statement

As God's family we nurture and inspire our children by broadening their horizons as they learn. Through rich and varied experiences, we enable them to be a loving and caring influence on our world.

If you need this document in large print, audio, Braille, alternative format or in a different language please contact the School Office on 01502 565 384 and we will do our best to help.

Contents

1. Policy Statement
2. General Guidelines
3. Communicating the Policy
4. Responding to an Emergency
5. Administering Medications
 - 5.1. Administering Emergency Medication
 - 5.2. Administering General Medication
6. Storing Medications
 - 6.1. Safe Storage - Emergency Medication
 - 6.2. Safe Storage - Non-Emergency Medication
 - 6.3. Safe Storage - General
 - 6.4. Safe Disposal
7. Record Keeping
 - 7.1. Enrolment Forms
 - 7.2. Individual Health Plans
 - 7.3. Medical Conditions Information Pathway
 - 7.4. School Individual Health Plan Register
 - 7.5. Ongoing communication and review of Individual Health Plans
 - 7.6. Storage and access to Individual Health Plans
 - 7.7. Use of Individual Health Plans
8. Consent to Administer Medicines
9. Residential Trips
10. Record of Awareness Raising Updates and Training
11. Inclusive School Environment
 - 11.1. Physical Environment
 - 11.2. Social Interactions
 - 11.3. Exercise and Physical Activity

- 11.4. **Education and Learning**
- 12. **Risk Assessments**
- 13. **Roles and Responsibilities**
- 14. **Associated Policies and other Documentation**
- 15. **Appendices**
 - 15.1. **Individual Health Plan Form**
 - 15.2. **Parental Consent Form for Administration of Medicine**
 - 15.3. **Form for Visits and Journeys**

If you need this document in large print, audio, Braille, alternative format or in a different language please contact the School Office on 01502 565 384 and we will do our best to help.

1. Policy Statement

St Mary's RC Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- All staff understand their duty of care to children and young people in the event of an emergency.
- All staff are made aware of what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils
- Staff where necessary receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP) (Appendix 2 – form 2).

This policy is followed and understood by our school community, the Local Authority and School Nursing Service.

2. General Guidelines

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

- This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being.
- Pupils with medical conditions are encouraged to take control of their condition and feel confident in the help support they receive from the school to help them do this.
- This school aims to include all pupils with medical conditions in all school activities.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the school requests.
- The medical conditions policy is understood and followed by the whole school and local health community.

3. Communicating the Policy

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

- Parent/carers are informed about the medical conditions policy by including a policy statement on the school's website (Circulated to all parents of students with medical conditions).
- School staff are informed and regularly reminded about the school's medical conditions policy:

- through the staff induction training, staff meetings and by accessing the staff secured area on the school's website.
- through scheduled medical conditions updates by the First Aid Lead.
- supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies by the lead cover supervisor.
- Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups via the Medical needs folder.

4. Responding to an Emergency

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

- Relevant staff at this school are aware of the most common serious medical conditions at this school.
- Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma, Epipens and other medical needs and know how to act in an emergency (By refresher courses and information sheets). Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix 2 Form 2)
- The action required for staff to take in an emergency at this school is displayed in prominent locations for all staff including classrooms, kitchens in the school staff room, and electronically.
- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible by the School Office.
- If a pupil needs to be taken to hospital, a member of staff will accompany them if required and will stay with them until a parent arrives.

5. Administering Medications

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

5.1 Administering Emergency Medication

- This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication such as an asthma inhaler.
- This school will ensure that all pupils understand the arrangements for a member of staff (and a member of the first aid team) to assist in helping them take their emergency medication safely as stated on the parental agreement to administer medicine form.
- If a child's inhaler is not available, the emergency inhaler will be used following the government guidance <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>. Permission for use should be granted when parents sign the consent form (appendix 2).
- The spare inhaler is kept securely in the school office.

5.2 Administering General Medication

This school understands the importance of medication being taken as prescribed.

- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 3 Form 3

- This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff have been informed through training (New staff induction) that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible by phone call in the first instance or by letter.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing as appropriate if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

6. Storing Medications

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

6.1 Safe Storage – Emergency Medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

- If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved (See Visits Policy).

6.2 Safe Storage - Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed

6.3 Safe Storage – General

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The expiry dates for all medication stored at school each term are regularly checked (i.e. three times a year).
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled and refrigerators used for the storage of medication are inaccessible to unsupervised pupils.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

6.4 Safe Disposal

- Parents/carers at this school are asked to collect out-of-date medication. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year (at the start of each term) and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

7. Record Keeping

This school has clear guidance about record keeping for pupils with medical conditions

7.1 Enrolment forms

Parents/carers at this school are asked if their child has any medical conditions

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete. (Appendix 3 Form 3)

7.2 Individual Health Plans (Appendix 1 Form 1)

This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required, (see Appendix 1 and 2) Examples of complex health needs which may generate an Individual Health Plan following discussion with the designated member of staff in the school:

- Diabetes
- gastrostomy feeds
- a tracheostomy
- Anaphylaxis
- a central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

An Individual Health Plan (IHP), accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis.

It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the designated member of staff in the school. If the designated member of staff does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school will contact the parents and may consider safeguarding children procedures if necessary. The finalised plan will be given to parents/carers and school.

This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs. Where a child has SEN but does not have a statement or Educational Health Care Plan (EHC), their special educational needs should be mentioned in their individual healthcare plan (IHP). Where a child has a special educational need identified in a statement or EHC plan, the individual healthcare plan (IHP) should be linked to or become part of that statement or EHC plan.

7.3 Medical Conditions Information Pathway

Actions	Actioned by
Form sent out by the school asking parents to identify any medical conditions. Form (see Appendix 1, 2) to be sent out, depending on the school's usual procedures including: <ul style="list-style-type: none"> ● Transition ● At the start of the school year ● New enrolment during the school year ● New diagnosis informed by parents 	School
School collates response and identifies those needing a Individual Health Plan (IHP) and if required to link to statement or EHC plan (If a child has SEN)	Parent/ School
Designated member of school staff writes to parents either to review IHP or start new Plan if needed	School
Parents complete IHP and return it to the school. If no response this is documented Designated member of staff organises a meeting as required to discuss and agree on the needs for IHP this will include key school staff, child, parent and relevant health care professional if required or consider written evidence provided by them	Parents/school
IHP implemented and circulated to all relevant staff Designated member of staff commissions delivery of staff training to meet IHP needs if required All health care plans stored in school according to policy	School
IHP is reviewed annually or when condition changes. Parent or designated professional to initiate	Parent/School

NOTE

Pupils with medical conditions requiring IHCP are: Diabetes, epilepsy with rescue medication, anaphylaxis, gastronomy feeds, central line or other long term venous access, Tracheotomy, severe asthma that has required a hospital admission within the last 12 months, and others.

7.4 School Individual Health Plan register

Individual Health Plans are used to create a centralised register of pupils with complex health needs this is located in the staff area of the school intranet in the Medical Needs Folder. The Headteacher has responsibility for the register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs.

A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's record system by a letter being sent out at the beginning of each new academic year.

The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

7.5 Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date (Start of each academic year as stated above). Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

7.6 Storage and access to Individual Health Plans

- Parents/carers at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence (Lead cover supervisor aware of all IHPs) , the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupils confidentiality.
- This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

7.7 Use of Individual Health Plans

Individual Health Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

8. Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (Appendix 3 Form 3) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

9. Residential visits

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (See Appendix 4).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (See appendix 4). A copy of the Individual Health Plan and equipment/medication must be taken on off site activities.

10. Record of Awareness Raising Updates and Training

This school holds updates on common medical conditions once a year on inset or training days. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this (see appendix 4)...This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities

11. Inclusive School Environment

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.

11.1 Physical Environment

This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions. This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible. This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

11.2 Social Interactions

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's Anti-bullying and Behaviour for Learning policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

11.3 Exercise and Physical Activity

This school understands the importance of all pupils taking part in sports, games and activities. This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

12. Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters (See Educational visits Policy).

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

13. Roles and Responsibilities

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy. This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community health care professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure the school's Health and Safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the Health and Safety and Medical Conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

All Staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom (See Educational visits policy)
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo and with reference to the pupils EHC plan if in place.
- liaise with parents/carers, special educational needs coordinator if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

Designated professional has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1st aider

Special educational needs coordinators have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- ensure where a child is SEN but does not have a statement or EHC plan, that their special educational needs are mentioned in their IHP.
- ensure where a child has Special education needs identified in a statement or EHC plan that the individual health plan (IHP) is linked to or becomes part of their statement or EHC plan.

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them

- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

14. Associated Policies and Other Documentation

- Behaviour for Learning Policy
- Health and Safety Policy
- Anti-bullying Policy
- Educational Visits Guidance
- Safeguarding Policy
- Local Authority Critical Incidents Guidelines <http://www.suffolklearning.co.uk/leadership-staff-development/policies-guidance/critical-incident> <http://www.schools.norfolk.gov.uk/School-management/Emergencies/Critical-incident/index.htm>
- Department for Education Guidance on Supporting Pupils at School with Medical Conditions <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Appendix 1 – Template of Letter from Designated staff to parent regarding IHP:

15. Appendices

Appendix 1: Individual Health Care Plan

Child's Name			
Intake Year		Date of Birth	
Child's address			
Medical Diagnosis			
Date of Care Plan		Review Date	

Family Contact Information

	Priority 1	Priority 2
Name		
Relationship to child		
Mobile phone		
Home phone		
Work phone		
Further instructions:		

Medical Contact Information

	Clinic / Hospital	GP
Name		
Telephone		

Medication Details

Name of Medication	
Dose	
When to be administered	
Side effects /	
Administration Details	

Description of medical needs including child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

Daily care requirements
Specific support for the pupil's educational, social and emotional needs
Arrangements for school visits/trips etc.
Emergency details (what constitutes an emergency and action to be taken)
Who is responsible in an emergency
Additional Information

This form must be completed **in full** and **signed**. Any medication to be administered **must have been administered previously by the parent** to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored in its original container and be clearly labelled with the child's name. Please refer to Medical Needs Policy for more information.

SIGNATURE:	
PRINT NAME:	
DATE:	

Where is medication stored (Office Use Only)

Medicine Cupboard		Fridge		With pupil		School Office	
-------------------	--	--------	--	------------	--	---------------	--

Appendix 2:

Parental Consent Form for Administration of Medicine (including for Asthma)

This form must be completed **in full** and **signed**. Any medication to be administered **must have been administered previously by the parent** to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored in its original container and be clearly labelled with the child's name. Please refer to the Medical Needs Policy for more information.

Name of Child:	
Date of Birth:	Class:
Medical Condition / Illness and triggers:	
Symptoms:	
Name of Medicine: (as described on container):	
Is the medicine prescribed? Yes / No	Is the medicine to be self-administered? Yes / No
Will the pupil keep the medicine with them? Yes / No	Is it taken before exercise? Yes / No
Dosage and method:	
Timing(s):	
Duration of course:	
Special Precautions:	
Are there any side effects that you know of?	
Procedures to take in an emergency e.g. use spare inhaler if required:	

EMERGENCY CONTACT

Name:	
Telephone Number(s):	
Relationship to Child:	
SIGNATURE:	
PRINT NAME:	
DATE:	

Where is medication stored (Office Use Only)

Medicine Cupboard		Fridge		With pupil		School Office	
-------------------	--	--------	--	------------	--	---------------	--

Appendix 3:
Record of Administered Medication

Date	Time	Name of medicine	Dose given	Any reactions	Administered by

**Appendix 4 - Form for visits and journeys:
St Mary's Trip Consent Form**

Name of Child		Class	
Trip Name		Date of Trip	
Emergency contact name		Home phone	
Relationship to child		Mobile	
Does your child suffer from any illness or physical disability?			
How will this affect their involvement in this trip?			
What treatment or medication will they require during the trip? Please include dosage, timings and/or circumstances to administer.			
Is your child allergic to any medication?			
Has your child received a tetanus injection in the last 5 years?			Yes / No
I give consent for my child to take part in the above activity as described, including all organised activities. I undertake to inform the visit organiser of any relevant changes in medical circumstances. I hereby authorise any accompanying member of school staff to administer the above medication or to give consent to such medical treatment as is considered necessary by a qualified medical practitioner during the visit.			
Parent/carer signature:			
Print name:		Date:	

Any Additional Info. If your child has a Health Care Plan, or you have already completed a medication consent form, indicate that this should be referred to for additional medical advice.

