

## **Policy statement**

- + Newbold Verdon Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.**
- + Newbold Verdon Primary School aims to provide all pupils with all medical conditions the same opportunities as others at school.**

## **Policy framework**

1. Newbold Verdon Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.
2. Newbold Verdon Primary School's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
4. All staff understand and are key staff are trained in what to do in an emergency for the most common serious medical conditions at Newbold Verdon Primary School.
5. All staff understand and are trained in the school's general emergency procedures.
6. Newbold Verdon Primary School has clear guidance on the administration of medication at school.
7. Newbold Verdon Primary School has clear guidance on the storage of medication at school.
8. Newbold Verdon Primary School has clear guidance about record keeping.
9. Newbold Verdon Primary School ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
10. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
11. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

## Procedures

### **1. Newbold Verdon Primary School is an inclusive community that aims to support and welcome pupils with medical conditions**

- a. Newbold Verdon Primary 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.
- b. Newbold Verdon Primary School aims to provide all children with all medical conditions the same opportunities as others at school.
- c. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- d. Newbold Verdon Primary School aims to include all pupils with medical conditions in all school activities.
- e. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- f. All staff feel confident in knowing what to do in an emergency.
- g. j. The medical conditions policy is understood and supported by the whole school and local health community.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

### **2. Newbold Verdon Primary School's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

- a. Newbold Verdon Primary School has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings.
- b. All key stakeholders were invited to comment on a draft policy before publication.
- c. Newbold Verdon Primary School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

- a. Parents are informed and regularly reminded about the medical conditions policy:
  - + by including the policy statement in the school's prospectus and signposting access to the policy
  - + in the school newsletter
  - + via the school's website, where it is available all year round
  - + through school-wide communication about results of the monitoring and evaluation of the policy.
- b. School staff are informed and regularly reminded about the medical conditions policy:
  - + through copies handed or emailed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
  - + at scheduled medical conditions training
  - + through school-wide communication about results of the monitoring and evaluation of the policy
- c. All other external stakeholders are informed and reminded about the school's medical conditions policy:
  - + through communication about results of the monitoring and evaluation of the policy.
  - + via publication of the policy on the school web site.

### **4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Newbold Verdon Primary School**

- a. All staff at Newbold Verdon Primary School are aware of the most common serious medical conditions at the school.
- b. Staff at Newbold Verdon Primary School understand their duty of care to pupils 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. This may include administering medication.
- c. Key staff who work with groups of pupils at Newbold Verdon Primary School receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- d. Training is refreshed for all relevant staff regularly.
- e. Newbold Verdon Primary School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- f. Newbold Verdon Primary School has procedures in place so that a copy of the pupil's Healthcare 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.

## 5. All staff understand and are trained in the school's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency. This includes:
  - + how to contact emergency services and what information to give
  - + who to contact within the school.
- b. Training is refreshed for all key staff regularly.
- c. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- d. Generally, staff should not take pupils to hospital in their own car. Newbold Verdon Primary School has clear guidance from the local authority on when (and if) this is appropriate.

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

Administration – emergency medication

- a. All pupils at Newbold Verdon Primary School with medical conditions have **easy access to their emergency medication**.
- b. Pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- c. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Newbold Verdon Primary School.
- d. Newbold Verdon Primary School understands the importance of medication being taken as prescribed.
- e. 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.
- f. Many 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 prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

- g. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- h. All school staff have been informed through training 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 administering medication.
- i. Parents at Newbold Verdon Primary 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.
- j. If a pupil at Newbold Verdon Primary School needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- k. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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.
- l. If a trained member of staff, who is usually responsible for administering medication, is not available Newbold Verdon Primary School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

## **7. Newbold Verdon Primary School has clear guidance on the storage of medication at school**

### Safe storage – emergency medication

- a. 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.

### Safe storage – non-emergency medication

- b. 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.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

### Safe storage – general

- d. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- e. Three times a year an identified member of staff checks the expiry dates for all medication stored at school.
- f. Staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- g. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- h. Medication is stored in accordance with instructions, paying particular note to temperature.
- i. Some medication for pupils at Newbold Verdon Primary School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- j. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- k. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- l. Safe disposal
- m. Parents at Newbold Verdon Primary School are asked to collect out-of-date medication.
- n. If parents 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.

## **8. Newbold Verdon Primary School has clear guidance about record keeping**

### Enrolment forms

- a. Parents at Newbold Verdon Primary School are asked if their child has any health conditions or health issues on the admission form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.

### Healthcare Plans

## **Drawing up Healthcare Plans**

b. Newbold Verdon Primary School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- + at the start of the school year
- + at enrolment
- + when a diagnosis is first communicated to the school.

d. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

## **School Healthcare Plan register**

- e. Healthcare Plans are used to create a centralised register of pupils with medical needs.

## **Ongoing communication and review of Healthcare Plans**

- f. Staff at Newbold Verdon Primary School use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

## **Storage and access to Healthcare Plans**

- g. Parents and pupils at Newbold Verdon Primary School are provided with a copy of the pupil's current agreed Healthcare Plan.
- h. Healthcare Plans are kept in a secure location at school.
- i. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- j. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- k. Newbold Verdon Primary School ensures that all staff protect pupil confidentiality.

## **Use of Healthcare Plans**

- l. Healthcare Plans are used by Newbold Verdon Primary School to:
  - + inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
  - + identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. Newbold Verdon

Primary School uses this information to help reduce the impact of common triggers  
+ ensure that all medication stored at school is within the expiry date  
+ ensure Newbold Verdon Primary School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency

#### Consent to administer medicines

- m. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.
- n. Residential visits
- o. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication if required.

#### Other record keeping

- p. Newbold Verdon Primary School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- q. Newbold Verdon Primary School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

### **9. Newbold Verdon Primary 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**

#### Physical environment

- a. Newbold Verdon Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Newbold Verdon Primary School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

#### Social interactions

- c. Newbold Verdon Primary 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.

- d. 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.

#### Exercise and physical activity

- e. Newbold Verdon Primary School understands the importance of all pupils taking part in sports, games and activities.
- f. Newbold Verdon Primary School ensures all classroom teachers, support staff covering classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- g. Teachers, support staff covering classroom teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- h. Newbold Verdon Primary 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 minimize these triggers.
- i. Newbold Verdon Primary School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

#### Education and learning

- j. Newbold Verdon Primary 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.
- k. Teachers at Newbold Verdon Primary 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. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

#### Residential visit

- l. Newbold Verdon Primary School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Newbold Verdon Primary School considers additional medication and facilities that are normally available at school.

### **11. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

a. Newbold Verdon Primary School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at Newbold Verdon Primary School.

Head teacher

**Newbold Verdon Primary School's head teacher 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
- + liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- + ensure the policy is put into action, with good communication of the policy to all
- + ensure every aspect of the policy is maintained
- + ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- + ensure pupil confidentiality
- + assess the training and development needs of staff and arrange for them to be met
- + ensure all supply teachers and new staff know the medical conditions policy
- + delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- + monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- + update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- + report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

**All staff at Newbold Verdon Primary School 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
- + understand the school's medical conditions policy
- + know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- + maintain effective communication with parents including informing them if their child has been unwell at school
- + ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- + 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 it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

+ ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

**Teachers at Newbold Verdon Primary School have a responsibility to:**

- + be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- + liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers 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.

School nurse or school healthcare professional

**The school nurse at Newbold Verdon Primary School has a responsibility to:**

- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.

First aider

**First aiders at Newbold Verdon Primary School have a responsibility to:**

- + give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- + when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

**Special educational needs coordinators at Newbold Verdon Primary School have the responsibility to:**

- + help update the school's medical condition policy
- + know which pupils have a medical condition and which have special educational needs because of their condition
- + ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Local doctors and specialist healthcare professionals

**Individual doctors and specialist healthcare professionals caring for pupils who attend Newbold Verdon Primary School, have a responsibility to:**

- + complete the pupil's Healthcare Plans provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication

Pupils

**The pupils at Newbold Verdon Primary School have a responsibility to:**

- + treat other pupils with and without a medical condition equally
- + tell their parents, teacher or nearest staff member when they are not feeling well
- + let a member of staff know if another pupil is feeling unwell

- + let any pupil take their medication when they need it, and ensure a member of staff is called
- + treat all medication with respect
- + if mature and old enough, know how to take their own medication and to take it when they need it
- + ensure a member of staff is called in an emergency situation.

Parents\*

**The parents of a child at Newbold Verdon Primary School have a responsibility to:**

- + tell the school if their child has a medical condition
- + ensure the school has a complete and up-to-date Healthcare Plan for their child
- + inform the school about the medication their child requires during school hours
- + inform the school 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
- + 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

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

**12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year**

a. Newbold Verdon Primary School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

## **Legislation and guidance**

### **Introduction**

+ Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.

+ Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

### **Managing Medicines in Schools and Early Years Settings (2004)**

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- + developing medicines policies
- + roles and responsibilities
- + dealing with medicines safely
- + drawing up a Healthcare Plan
- + relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

+ Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

+ The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- + not to treat any pupil less favourably in any school activities without material and sustainable justification
- + to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*\*
- + to promote disability equality in line with the guidance provided by the DCSF and CEHR

through the Disability Equality Scheme.

\*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- + Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- + Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- + National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- + Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- + Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- + Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- + Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

### **Further advice and resources**

#### **The Anaphylaxis Campaign**

PO Box 275

Farnborough

Hampshire GU14 6SX

**Phone 01252 546100**

**Fax 01252 377140**

**info@anaphylaxis.org.uk**

**www.anaphylaxis.org.uk**

**Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900**  
**Fax 020 7256 6075**  
**info@asthma.org.uk**  
**www.asthma.org.uk**

**Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000**  
**Fax 020 7424 1001**  
**info@diabetes.org.uk**  
**www.diabetes.org.uk**

**Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800**  
**Fax 0113 391 0300**  
**epilepsy@epilepsy.org.uk**  
**www.epilepsy.org.uk**

**Long-Term****Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637**  
**Fax 020 7813 3640**  
**info@ltca.org.uk**  
**www.ltca.org.uk**

**Department for Children,  
Schools and Families**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
**Phone 0870 000 2288**  
**Textphone/Minicom 01928 794274**  
**Fax 01928 794248**  
**info@dcf.gsi.gov.uk**  
**www.dcf.gov.uk**

**Council for Disabled Children**

National Children's Bureau

8 Wakley Street

London EC1V 7QE

**Phone 020 7843 1900**

**Fax 020 7843 6313**

**[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)**

**[www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)**

**National Children's Bureau**

National Children's Bureau

8 Wakley Street

London EC1V 7QE

**Phone 020 7843 6000**

**Fax 020 7278 9512**

**[www.ncb.org.uk](http://www.ncb.org.uk)**

**Individual Healthcare Plan**

Name of school/setting

--

Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

**Family Contact Information**

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

**Clinic/Hospital Contact**

Name

--

Phone no.

--

**G.P.**

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**Parental agreement for setting to administer medicine**

Newbold Verdon Primary 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 <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**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

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

### **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 pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely