



## 1. Compliance

- 1.1. This policy has been prepared with due regard to the following statutory provisions and guidance:
  - 1.1.1.Children and Families Act 2014
  - 1.1.2.Education Act 2002
  - 1.1.3.National Health Service Act 2006
  - 1.1.4.Equality Act 2010
  - 1.1.5.Department for Education's, "Supporting pupils at school with medical conditions" December 2015.

## 2. About this policy

- 2.1. The Prescot School (TPS) endeavours to ensure that all its pupils achieve success in their academic work, social relationships and day-to-day experiences at TPS. It is an inclusive community that aims to support and welcome pupils with medical conditions.
- 2.2. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support from the Academy.
- 2.3. All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support at TPS to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.
- 2.4. TPS will help to ensure all pupils can be healthy, stay safe, enjoy and achieve in their education and make a positive contribution.
- 2.5. Staff working with pupils who have specific medical needs should understand the nature of pupil's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned.
- 2.6. Parents/carers are requested to approach TPS with any information they feel the school will need to care for individual pupils. Parents/carers are responsible for informing the school of medical issues that arise during the pupil's time here.
- 2.7. This policy takes into account guidance published by the Department of Education on 'Supporting Pupils at School with Medical Conditions' as amended from time to time. This publication may be accessed on [www.education.gov.uk](http://www.education.gov.uk).
- 2.8. Emma Earps (Vice Principal) is responsible for this medical conditions policy and its implementation.



2.9. In the application and review of this policy we will consult with a wide range of local key stakeholders within both the school and health settings, including but not limited to pupils, parents, school nurse, school employees, TPS and relevant local health services.

### 3. Our responsibilities

3.1. TPS is an inclusive community that supports and welcomes pupils with medical conditions. The school will ensure that:

3.1.1. it is welcoming and supportive of pupils with medical conditions, providing children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made;

3.1.2. it listens to the views of pupils and parents;

3.1.3. pupils and parents feel confident in the care they receive from this School and the level of that care meets their needs;

3.1.4. employees understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn;

3.1.5. all employees understand their duty of care to children and young people and know what to do in the event of an emergency;

3.1.6. the whole School and local health community understand and support the medical conditions policy;

3.1.7. the School understands that children with the same medical condition may not have the same needs.

### 4. Communication

4.1. The School will ensure that clear communication channels are kept open with employees, parents and other key stakeholders.

4.2. All pupils, parents, relevant local healthcare staff, and other external stakeholders will be informed of and reminded about this Medical Conditions Policy.

### 5. Individual healthcare plans

5.1. All children with a medical condition will have an individual healthcare plan (IHP). A template IHP can be found at **Appendix 6, Template 1**.



5.2. The IHP will detail:

5.2.1.what care a child needs in the School (including medication dose, side effects, storage, other treatment, dietary and environmental issues as well as specific support for the child's educational, social and emotional needs) and the level of support required;

5.2.2.when they need the care;

5.2.3.who will be giving the care (including their training needs, expectations of their role, confirmation of proficiency to provide for the child's medical condition from a healthcare professional and cover arrangements when they are not available) and who else needs to be aware of it;

5.2.4.arrangements for written permission forms from parents and the Vice Principal for medication to be administered by a member of staff or self-administered during School hours;

5.2.5.arrangements for School trips or other activities outside of the normal School timetable that will ensure that the child can participate;

5.2.6.where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition;

5.2.7.information on the impact any health condition may have on a child's learning, behaviour or classroom performance;

5.2.8.any triggers involved with the medical condition; and

5.2.9.what to do in an emergency including who to contact and contingency arrangements.

5.3.The IHP will be drawn up with input from the child (if appropriate) their parent/carer, relevant School employees, healthcare professional and ideally a specialist if the child has one.

5.4.The IHP shall be developed with the pupil's best interests in mind and will ensure that the School assesses and manages any risks to the child's education and health and social wellbeing, as well as minimising disruption.

5.5.IHPs will be regularly reviewed, at least every year or whenever the pupil's needs change.

5.6.The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services will be given a copy of the IHP. Other School employees are made aware of and have access to the IHP for the pupils in their care.

5.7.The School will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This will be



recorded in the pupil's IHP which will accompany them on the visit.

## 6. Training

- 6.1. The School will ensure that all staff providing support to a pupil have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support, knowledge of the pupil's condition and that they fulfil the requirements set out in the pupil's IHP.
- 6.2. Employees will be given training and written information on medical conditions which have common triggers and how to avoid/reduce such triggers.
- 6.3. Training on the pupil's medical condition will be provided by the specialist nurse/School nurse/other suitably qualified healthcare professional and/or the parent where appropriate. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm competence.
- 6.4. All employees understand and are trained in what to do in an emergency situation for those pupils with medical conditions
- 6.5. All School employees, including temporary or supply staff, will be aware of the medical conditions at the School and understand their duty of care to pupils in an emergency.
- 6.6. Training in what to do in an emergency is refreshed at least once a year and is included in the induction of all new employees.
- 6.7. The School will ensure that there are sufficient numbers of employees trained in medical conditions to cover any absences, staff turnover and other contingencies.
- 6.8. Employees will be supported by the School nurse.

## 7. Administering medication

- 7.1. The School has clear guidance on providing care and support in administering medication at the School. Please refer to our Standard Practice for Administering Medicines at Appendix 1.
- 7.2. The School will make sure that there is more than one employee who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to School transport if necessary.
- 7.3. Employees will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances.
- 7.4. When administering medication, for example pain relief, staff will check the maximum dosage and when the previous dose was given.



- 7.5. This School will not give a pupil under 16 aspirin unless prescribed by a doctor and upon sight of written confirmation from the doctor
- 7.6. The School will make sure that a trained employee is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- 7.7. Parents must let the School know immediately if their child's needs change.
- 7.8. If a pupil misuses their medication, or anyone else's, their parent will be informed as soon as possible and the Academy's disciplinary or behaviour procedures may be invoked.

## 8. Regular medicines

- 8.1. Medicines should only be administered at the School when it would be detrimental to a child's health or School attendance not to do so.
- 8.2. The School encourages parents whose child is taking medication three times a day, to give it before School, after School and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose, our Standard Practice for Administering Medicines at **Appendix 1** should be followed.
- 8.3. Food allergy needs. The school works in conjunction with the Local Authority to manage the allergy needs of our pupils. During transition to the school, or upon notification of a new food allergy, Emma Earps (Vice Principal) will contact the parent to show the procedure.

## 9. The pupil's role

- 9.1. Many health advisers encourage children to take control of their medical condition, including taking responsibility for managing their medical care with assistance from a very young age. This can include self-administration of medicines, for example, using an inhaler or giving own insulin injections. The School supports this practice wherever appropriate.
- 9.2. Where it is not appropriate for a child to self-manage or where young children or those with special needs require medication, adult support may be needed. In these circumstances, our Standard Practice for Administering Medicines at Appendix 1 should be followed.

## 10. Storage of medication and medical equipment

- 10.1. The School will ensure that emergency medication/equipment is readily available wherever the child is in the School and on off-site activities, and is not locked away.
- 10.2. Pupils may carry their emergency medication (eg inhalers and epipens) with them if they wish and if this is appropriate.



- 10.3. The School will keep controlled drugs stored securely, but accessibly, with only named staff having access.
- 10.4. The School will make sure that all medicines are stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- 10.5. All medicines should be kept in the container supplied which should be clearly labelled with the child's name, another identifier (such as date of birth) and instruction for usage.
- 10.6. The School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Insulin will be accepted in a pen or pump, rather than in its original container.

## **11. Disposal of medication and medical equipment**

- 11.1. Parents are asked to collect all medications/equipment at the end of the Academy's term, and to provide new and in-date medication at the start of each term.
- 11.2. When no longer required, or out of date, medicines should be collected by parents for disposal.
- 11.3. Where medicines are not collected by the end of term the School will take them to a pharmacy for disposal.
- 11.4. Parent/Carers are responsible for checking dates of medication and school will arrange disposal if any have expired. These checks will be requested three times a year and will be documented.
- 11.5. Needles and other sharps will be disposed of in line with appropriate guidance. Sharps boxes are kept securely at the School.

## **12. Record keeping**

- 12.1. The Academy will ensure the following are held and kept up-to-date:
  - 12.1.1. enrolment forms (used to highlight any medical condition);
  - 12.1.2. IHPs;
  - 12.1.3. list of common triggers for pupils with medical conditions. Triggers may make common medical conditions worse or can bring on an emergency;
  - 12.1.4. a centralised register of children with medical needs and their IHPs;



12.1.5. requests to administer medicines at the School;

12.1.6. a record of medication administered, including the dose, time, date and supervising staff; and

12.1.7. a log of training relevant to medical conditions.

12.2. Parents are asked to disclose if their child has any medical conditions on the enrolment form.

12.3. The School will use an IHP to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, School employees, specialist nurse (where appropriate) and relevant healthcare services.

### **13. Confidentiality**

13.1. At all times the pupil's confidentiality will be protected.

13.2. Information to ensure the safety and care of individual pupils will be disclosed as appropriate to employees of the School. Such procedure will be discussed with the pupil and parent/carer for their agreement prior to disclosure.

13.3. The School will seek permission from parents before sharing any medical information with any other party.

### **14. Inclusive School environment**

14.1. The School is committed to providing a physical and social environment accessible to pupils with medical conditions. Pupils are consulted to ensure this accessibility.

14.2. The School will make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended School activities and residential visits.

14.3. All relevant employees will, where possible, make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-School clubs and team sports.

14.4. The School will help foster an environment which encourages understanding and acceptance of pupil's different medical needs.

14.5. All employees are aware that pupils should not be forced to take part in activities if they are unwell. They are also aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.



14.6. Employees will ensure that pupils have the appropriate medication/equipment/food with them during physical activity.

#### **15. Absence due to a medical condition**

15.1. Employees understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

15.2. Pupils will not be penalised for their attendance if their absences relate to their documented medical condition.

15.3. The School will, where possible, keep in touch with a pupil when they are unable to attend the School because of their medical condition.

15.4. The School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Local Authority section 19 provision who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

15.5. The School will liaise with and work alongside the Local Authority to ensure that appropriate provision is put in place for pupils who are unable to attend the School due to a period of illness.

15.6. The School and school will also work in collaboration with external agencies such as CAMHS, NHS paediatric services and school nurses in-order-to find the best solution to accommodate the pupil's illness to allow them to access education.

#### **16. Returning to School following a period of absence**

16.1. The School will work in partnership with all relevant parties including the pupil (where appropriate), parent, Trustees, all School employees, catering staff, employers and healthcare professionals to ensure that any reintegration policy is planned, implemented and maintained successfully.

#### **17. Unacceptable practice**

17.1. The School recognises unacceptable practice in supporting pupils with medical conditions and this includes:

17.1.1. preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary;

17.1.2. assuming that every child with the same condition requires the same treatment;



- 17.1.3. ignoring the views of the child or their parents or guardians or ignoring medical evidence or opinion (although this may be challenged);
- 17.1.4. sending children with medical conditions home frequently or preventing them from staying for normal School activities, including lunch, unless this is specified in the pupil's IHP;
- 17.1.5. sending the child to the School office or medical room unaccompanied if they fall ill at the School;
- 17.1.6. penalising children for their attendance record if absences relate to their medical condition (e.g. hospital appointments);
- 17.1.7. preventing pupils from eating, drinking or taking toilet or other breaks whenever they need in order to manage their condition effectively;
- 17.1.8. requiring parents or guardians, or otherwise making them feel obliged, to attend the School to administer medication or provide medical support to their child, including with toileting issues;
- 17.1.9. preventing children from participating or creating unnecessary barriers to children participating in any aspect of School life (including School trips), for example, by requiring their parent or guardian to attend with them;

## 18. REVIEW

- 18.1. The School will work in partnership with all relevant parties including the pupil (where appropriate), parent, Governors, all School employees, catering staff, employers and healthcare professionals to ensure that this medical conditions policy is planned, implemented, reviewed and maintained successfully and at suitable frequency.
- 18.2. The School will review all medical emergencies and incidents to see how they could have been avoided, and will make changes to School policy in line with these reviews.

## 19. COMPLAINTS

- 19.1. The School encourages pupils and parents who are not satisfied with arrangements and support provided to deal with medical conditions to discuss their concerns directly with the School.
- 19.2. If the issue is not resolved with the School, a formal complaint can be made via the School's Complaints Procedure.



## APPENDIX 1

### STANDARD PRACTICE FOR ADMINISTERING MEDICINES

#### 1. Introduction

- 1.1. The School understands the importance of medication being taken on time and care received as detailed in the pupil's IHP.
- 1.2. Whilst responsibility for the medical care of children rests with parents and their health professionals, we understand that it may not always be feasible for these individuals to come to the School to administer medicines. In these cases and where it is also not appropriate for a child to self-manage or where young children or those with special needs require medication, the following procedure should be followed.

#### 2. Staff protection

- 2.1. Common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable.
  - 2.1.1. Always wear gloves.
  - 2.1.2. Wash your hands before and after administering first aid and medicines.
- 2.2. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

#### 3. Before administering medication

- 3.1. Consult the child's IHP or where this is not applicable (e.g. short term illnesses like coughs/colds etc) ask the Parent/Carer to complete a Medicine Administration request form.
- 3.2. Check the child's name on the form/IHP and the medicine.
- 3.3. Check the prescribed dose.
- 3.4. Check the expiry date.
- 3.5. Check the prescribed frequency of the medicine.
- 3.6. Measure out the prescribed dose (parents should provide measuring spoons/syringes). If the child is old enough, they can measure the medicine.
- 3.7. Check the child's name again and administer the medicine.



- 3.8. Complete and sign the Administration of Medicine Record Book when the child has taken the medicine and the child should counter-sign.
- 3.9. If uncertain, DO NOT give – check first with parents or doctor.
- 3.10. If a child refuses medication, record and inform parents as soon as possible.
4. **Medication specific requirements**
- 4.1. **Epipens:** a care plan from a child's doctor is required stating exactly what needs to be given and when. This is usually requested via the Academy's nurse service.
- 4.2. **Medic-Alerts:** As with normal jewellery, these items are a potential source of injury in games or some practical activities and should be temporarily removed or covered with sweatbands for these sessions.



## APPENDIX 2

### SHORT-TERM ILLNESS POLICY

#### 1. Introduction

- 1.1. When a child is suffering from illness it is the right of the Headteacher to ask the child's parents/carers to keep them at home.
- 1.2. Some parents may wish to send children to School with non-prescribed medicines (e.g. cough mixture). Many of these are not effective treatments, but can cause potential harm and as a general rule we discourage this practice.
- 1.3. For certain short-term illnesses, such as stomach bugs, there are recommended time periods to keep away from the School to limit the spread of infectious diseases. The School expects that parents/carers keep the child away from the school for this period of time.
- 1.4. Please seek guidance from the School or your healthcare professional if you are unsure whether your child should attend the School.
- 1.5. Please note, children who have had sickness and/or diarrhoea should be kept off School until they have been symptom-free for a continuous period of 48 hours.

#### 2. Impaired mobility

- 2.1. Providing the GP or hospital consultant has given approval, children can attend the School with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This may include outside play.
- 2.2. Some relaxation of normal routine in relation to times of attendance or movement around the School may need to be made in the interests of safety. Parents should consult with the School regarding any arrangements that need to be made.



### APPENDIX 3

#### ILLNESS AND MEDICAL EMERGENCIES WHILST AT THE PRESCOT SCHOOL

##### 1. General illness in the [School

- 1.1. If a pupil becomes ill in a lesson and employees feel that medical treatment is required, the student should in the first instance be sent to the first aider, accompanied by another pupil if necessary.
- 1.2. If the pupil is too ill or injured to be moved, a designated first aider should be called and first aid administered, if appropriate.
- 1.3. If follow-up treatment is required, the pupil's parent or carer will be called or a letter sent home with the pupil.
- 1.4. In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents/carers who will be expected to take their child to hospital.

##### 2. Procedure in a medical emergency

- 2.1. Call an ambulance. An employee (usually the Admin Officer) will be responsible for this and will need as much information about the casualty as possible (Name, DOB, suspected injury/illness, level of consciousness etc.) along with the School's address and contact information.
- 2.2. Call the pupil's parent/carers to accompany the casualty to hospital (or next of kin where a member of staff is involved).
- 2.3. If a parent/carers is unavailable immediately, then an employee needs to accompany the child in the first instance. Another employee should follow the ambulance by car to support the first employee and bring them back to the School once parents or other relatives have arrived in hospital.
- 2.4. A pupil's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- 2.5. If a pupil needs to attend hospital in an emergency, an employee (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.



## APPENDIX 4

### FIRST AID

#### 1. Introduction

- 1.1. Employees in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents/carers might be expected to act towards their children.
- 1.2. The School will arrange adequate and appropriate training and guidance for employees who volunteer to be first aiders. The School will ensure that there are enough trained employees to meet the statutory requirements and assessed needs.
- 1.3. All employees will be informed of the First Aid arrangements. This will include the location of the equipment facilities and first aid personnel, and the procedures for monitoring and reviewing the School's first aid needs.

Pupils should not help with First Aid.

<b>Current First Aiders at the School</b>
Christine Brown
Clare Browne
Stephen Cooper
Ashley Hayes
Adele Duty (from 29/09/2025)

#### 2. First Aider's Duties

- 2.1. In the Academy, the main duties of a first aider are to:
  - 2.1.1. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the School;
  - 2.1.2. when necessary, ensure that an ambulance or other professional medical help is called.

#### 3. The School's Duties

- 3.1. To ensure that there is:



- 3.1.1.adequate provision for lunchtimes and breaks and will encourage lunchtime supervisors to have First Aid training;
- 3.1.2.adequate provision for leave and in case of absences;
- 3.1.3.First Aid provision for off-site activities i.e. School trips;
- 3.1.4.adequate provision for practical departments, such as science, technology, home economics, physical education; and
- 3.1.5.adequate provision for out of hours activities e.g. sports activities, clubs.

#### **4. First Aid Bags**

- 4.1. The School's Bags will meet the HSE recommended standard and contain:
- 4.2. a leaflet giving general advice on First Aid
- 4.3. 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 4.4. 2 sterile eye pads
- 4.5. 4 individually wrapped triangular bandages (preferably sterile)
- 4.6. 6 safety pins
- 4.7. 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 4.8. 2 large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings
- 4.9. 1 pair of disposable gloves

#### **5. Record keeping**

- 5.1. Records must be kept on the First Aid recording system – entries must be clear, in ink, and include:
  - 5.1.1.name of child and class;
  - 5.1.2.signature of the person reporting the accident;
  - 5.1.3.date and time of the accident;



5.1.4.where it occurred and what happened;

5.1.5.the resulting injury; and,

5.1.6.how it was dealt with.

5.2. The School will maintain readily accessible accident records, either in written or electronic form. These records will be kept for a minimum of 3 years.

5.3. Parents will be notified of any First Aid given to a child during the School day (by letter, sticker or phone call). Any serious injuries (other than non-serious bruises, grazes etc.) will require the parents to be contacted immediately.

5.4. If the accident occurs due to a Health and Safety oversight, the information must be passed to the Site Supervisor (Stephen Mawdsley).

## 6. First Aid Room

6.1. The School will provide an area suitable for use for medical examination, First Aid treatment and for the care of sick or injured pupils. The area will contain a washbasin and be reasonably near to a toilet.



**APPENDIX 5**

**DEPARTMENT FOR EDUCATION TEMPLATES  
SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

**TEMPLATE 1 - INDEPENDENT HEALTHCARE PLAN (IHP)**

Name of School	The Prescot School
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 the 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

Employee training needed/undertaken – who, what, when

Form copied to



**TEMPLATE 2 - PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE**

The Prescot School will not give your child medicine unless you complete and sign this form, and the School or setting has a policy that the employee can administer medicine.

Date for review to be initiated by	
Name of School	The Prescot School
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 needs to know about?	
Self-administration – Yes/No	
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 employee administering medicine in accordance with the School policy. I will inform the



School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

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

Date \_\_\_\_\_

**TEMPLATE 3 - 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


Employee signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  
 Time given  
 Dose given  
 Name of employee  
 Employee's initials


Date  
 Time given  
 Dose given  
 Name of employee  
 Employee's initials


**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			

Date			
Time given			
Dose given			
Name of employee			
Employee's initials			



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**TEMPLATE 5 - EMPLOYEE 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 employee] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of employee].

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

Date \_\_\_\_\_

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

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

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## TEMPLATE 6 - 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 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

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## TEMPLATE 7 - 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 the **[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 **[insert date]**. 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 **[insert people involved]**. 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 employee involved in plan development or pupil support would be happy for you contact us by email or to speak by phone if this would be helpful.

Yours sincerely