

Kirkby Church of England Primary School



Mission Statement

“Building on a tradition of achievement and values in a caring environment” At Kirkby C of E Primary School, we aim to enable children to grow in confidence, curiosity and independence, with a positive mindset that enables them to try new things and reach for their goals.

Supporting Children & Young People
with Medical Conditions Policy

September 2024

Kirkby Church of England Primary School

Supporting Children and Young People with medical Conditions Policy

Definition:

Children's medical needs may be broadly summarised as being of two types:

- a) Short-term, affecting their participation in school activities while they are on a course of medication.
- b) Long-term, potentially limiting their access to education and requiring extra care and support.

Policy Statement:

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. The Supporting Children with Medical Conditions in school Policy aims to ensure that Kirkby C of E Primary school;

- Meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at school with 'Medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- Implements inclusive practices to support children and young people with medical conditions.
- Aims to provide all pupils with all medical conditions the same opportunities as others at school.
- Have key staff involved in the care of children with medical needs are fully informed and adequately trained by a professional to administer support or prescribed medication.
- Comply fully with the Equality Act 2010 for children who may have disabilities or special educational needs.
- Writes, where necessary, individual Healthcare Plans in collaboration with healthcare professionals.
- Responds sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- Keeps, monitors and reviews appropriate records.

The school will ensure the implementation of the Supporting Medical Conditions in school Policy to meet the following values and principles:

- All children/young people and staff are healthy and stay safe
- Parents, children and young people feel secure and confident in the schools ability to support their child.
- Pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- Staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- Staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the schools understanding 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 common medical conditions that affect children/young people at our school.
- Staff receive training on the impact medical conditions can have on children/young people from specialist medical staff.

The schools governing body will be responsible for ensuring this policy is fully implemented and monitored regularly.

Unacceptable Practice:

- While school staff use their professional discretion in supporting individual children, it is unacceptable to:
- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parent/carers.
- Ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan (IHP).
- Penalise children for their attendance record where this is related to a documented medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents/carers to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

The school is an inclusive community that aims to support and welcome all children and young people including those with medical conditions

- The governing body understands that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future.
- 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.
- The school ensures to provide all children with all medical conditions the same opportunities at school.
- The school aims to include all pupils with medical conditions in all school activities.
- The school ensures all staff (Teaching and Support) understand their duty of care to children and young people in the event of an emergency.
- Parents of pupils with medical conditions feel secure in the care their children receive both in the transportation, school and on educational visits.
- All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- All staff understand the common medical conditions¹ that can affect all children/young people in school. Staff receive training on the impact this can have on pupils.

Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

All staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support children/young people with the most common serious medical conditions found at the school and how to uphold the policy

- All staff at the school are aware of the most common serious medical conditions which they may come across when children are in their care.
- Staff 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.
- Parents/Carers will be informed if their child has been unwell at school.
- All staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training should ensure staff are competent and have confidence in their ability to support children with medical conditions, the school may choose to arrange training and ensure this remains up to date.
- Action for staff to take in an emergency for the common serious conditions at the school is displayed in prominent locations for all staff including classrooms, kitchens, staff room and the main school office.
- The school uses the child/young person's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- The school recognizes that a first aid certificate does not constitute as appropriate training for medical conditions.
- The school has procedures in place so that the most up to date/single master copy of the child/young person's Individual 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.
- The school has plans in place to cover staff absence and sickness.

The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

Governing Body

The school's Governing body has a responsibility to:

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure that arrangements are in place to support children with medical conditions (plans and suitable accommodation). In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- Be aware that in some cases a flexible approach may be required, for example, programmes of study that rely on a part-time attendance in combination with Alternative Provision.
- Consider how the child will be reintegrated back into school after periods of absence.

- Consider that children with medical conditions are entitled to full-time education and should not be detained admission, however, in line with safeguarding duties ensure that no child's health is put at unnecessary risk.
- Make sure the supporting medical conditions in school policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- Ensure all parents/carers are fully aware and understand their responsibilities.(use Annex H).

Headteacher

The head teacher is responsible for:

- Ensuring the school puts the policy into practice and develop detailed procedures.
- Liaise between interested parties including child/young people, school staff, SENCO, pastoral support staff, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority, and local emergency care services and seek advice when necessary.
- Ensuring every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- Ensuring that information held by the school is accurate and up to date and that there are good information sharing systems in place using child/young person's Individual Healthcare Plan.
- Ensuring a child/young person's confidentiality.
- Accessing quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- Ensuring all supply teachers and new staff know the medical conditions policy.
- Delegating a staff member to check the expiry date of medicines kept at school and maintain the school medical register.
- Monitoring and reviewing the policy at least once a year, with input from child/young people, parents, staff and external stakeholders and update according to review recommendations and recent local and national guidance and legislation.
- In partnership with the parent have joint responsibility for the safe travel of the child/young person.
- Provide staff to cover absence and make sure all staff are appropriately insured.

All School Staff

All school staff are responsible for:

- Having an awareness of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- Being aware that medical conditions can affect a child/young person's learning and provide extra help when child/young people need it.
- Understanding the policy and how this impacts on children and young person's education.
- Knowing which child/young people in their care have a medical condition and be familiar with the content of the child/young person's Individual Healthcare Plan.
- Allowing all child/young people to have immediate access to their emergency medication.
- Maintaining effective communication with parents including informing them if their child has been unwell at school.
- Ensuring child/young people who carry their medication with them have it when they go on a school visit or out of the classroom.

- Being aware of child/young people with medical conditions who may be experiencing bullying or need extra social support.
- Understanding the common medical conditions and the impact it can have on child/young people.
- Ensuring all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensuring child/young people have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

First Aiders

First aiders at the 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 (SENCo)

The SENCO at the school has responsibility to:

- Support in updating all school policies relating to SEND, inclusion and medical conditions.
- Know which child/young people have a medical condition and which have special educational needs because of their condition.
- Be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress.
- Ensure if a child has an Education Health Care Plan (EHCP) their medical conditions are linked and become part of this statutory document.
- Ensure teachers make the necessary arrangements and make reasonable adjustments if a child/young person needs special consideration or access arrangements in exams or course work.

Teaching staff, support staff & safeguarding staff:

All teaching staff, support staff and safeguarding staff at the school has the responsibility to:

- Know which child/young people have a medical condition and which have special educational needs because of their condition.
- Monitor children/young people's attendance and punctuality and consider additional support, and in consultation with the SENCO plan for this support.
- Ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Health Services

The school nurse and others from the local Health Community and services who work with the school has a responsibility to:

- Co-operate with schools to support children/young people with a medical condition.
- Be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training or alternative provide training if this has been locally developed.

Other healthcare professionals, including GPs and pediatricians' have responsibility to:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans.
- Consider that Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Parents/Carers

The parents of a child/young person at the 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 educational visits or residential visits, especially when these include overnight stays.
- 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 and date of birth and a spare is provided with the same information.
- Ensure that their child's medication is within expiry dates.
- Inform the school if your child is feeling unwell.
- 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 and information that will require the school to support your child is passed on to them.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

All staff understand and trained in the school's general emergency procedures

- The school has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.
- 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 (use Annex F)
 - Who to contact within the school.
- Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- If a child/young person 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 child knows.
- Staff should not take child/young people to hospital in their own car it is safer to call an ambulance

The school has clear guidance on the administration of medication at school and what is deemed as unacceptable practice

Administration – General

- The school understands the importance of medication being taken as prescribed.
- All staff are aware there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the child/young person can administer the medication themselves, is done under the supervision of named members of staff at the school.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent. (use of Annex B)
- 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.
- Parents 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.
- If a child/young person at this school refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- If a child/young person misuses medication, either their own or another child/young person's, their parents are informed as soon as possible. These child/young person are subject to the school's usual disciplinary procedures.

Administration – Emergency Medication

- All child/young person with medical conditions has easy access to their medication.
- O ensure medication is administered in a timely manner, the relevant members of staff have easy access to the children's medication.
- Due to the age of the children/young people, they do not carry their own medication but understand the arrangements for a member of staff to assist in helping them take their medication safely.

Unacceptable Practice

The school uses its discretion and professional judgment on individual cases, but it is not generally acceptable practice to:

- Assume that every child with a medical condition requires similar or the same support.
- Prevent a child/young person from easily accessing their medication or inhalers when or where necessary.
- Ignore the views of the child/young person and their parents
- Send children/young people home frequently or prevent them from staying for school activities.
- Send a child unaccompanied to the school office or medical room if they become ill.
- Penalise their attendance records if their absences are related to their medical condition e.g., hospital appointments.
- Prevent pupils from drinking, eating, or taking toilet or other breaks in order to effectively manage their own medical condition.

- Require parents or make them feel obliged to attend school to administer medication or provide medical support.
- Prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes school visits, e.g., requiring the parents to accompany the child.

The school has clear guidance keeping clear and up to date medical records

Administration/Admission Forms

- Parents at this 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.

Transitional Arrangements

Arrangements should be in place between schools and arrangements should be in place for the start of the relevant school year.

School Medical Register

- Individual Healthcare Plans are one document that is used to create a medical register of pupils with medical needs, not all children/young people with medical conditions will need an individual plan. An identified member of staff has responsibility for the medical register at school.
- The identified member of staff has responsibility for the medical register and follows up with the parents any further details on a child/young person's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- An individual Healthcare plan may be initiated by a member of school staff, plans may be drawn up with the input of healthcare professionals e.g., Specialist Nurse, parents and the child.
- As a sign of good practice the school will use Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments and used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required (use of Annex A).
- The level of detail in the Individual Health Care Plan will depend on the complexity of the condition and the degree of support needed.
- An Individual 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, on admission to school and when a diagnosis is first communicated to the school.
- If a child/young person 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 (use of Annex D to monitor).

Ongoing communication and review of the Individual Healthcare Plan

- Parents at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- Staff at this school use opportunities to invite parents to review and check that information held by the school on a child/young person's condition is accurate and up to date. (Use of Annex F)
- Every child/young person with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

- The school ensures that all staff protect confidentiality.
- Individual Healthcare Plans are kept in a secure central location at school or attached as linked documents using the schools computer system CPOMS.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of Individual Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of children/young people will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- 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 Individual Healthcare Plans of children/young people in their care.
- The school seeks permission from parents to allow the Individual Healthcare Plan to 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 permission is included on the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

Individual Healthcare Plans are used by the school to:

- Inform the appropriate staff and supply teachers about the individual needs of children/young people with a medical condition in their care
- Remind children/young people with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for children/young people with medical conditions at school that bring on symptoms and can cause emergencies. The 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 this 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
- Remind parents of a child/young person with medical conditions to ensure that any

medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to Administer Medicines

- If a child/young person requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Individual 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.
- All parents of children/young people with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.
- If a child/young person requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the Individual Healthcare Plan. The school and parents keep a copy of this agreement. (use of Annex B)

Off-site, Sporting Activities and Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child/young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help children/young people manage their condition while they are away. This includes information about medication not normally taken during school hours.
- When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments for children/young people where medication is required. A copy of the Individual Healthcare Plan's will accompany the child/young person if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.
- All parents of a child/young person with a medical condition attending a off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare plan has not been drawn up.
- 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.

Vaccination Programmes in School:

Parents/Guardians:

- All current vaccinations for primary aged pupils are **NOT** mandatory,
- **CONSENT** will always be sought prior to any programmes being rolled out in schools.
- **Parents or guardians with parental responsibility make this decision, NOT school.**
- In primary schools, only children for whom consent has been received will be vaccinated.
- A consent form and information leaflet provided by the school age immunisation provider team will be used to seek **PARENTAL CONSENT**.
- Parents will also be provided with a contact number for the school age immunisation provider team in case of any queries.
- The school will **NOT** be organising or delivering these programmes, they are run solely by healthcare providers.

Other Record Keeping

- The 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 (use of Annex C).
- The school holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training. (Use Annex E)

There is clear guidance on the safe storage and handling of medication at school

Safe Storage – Emergency Medication

- Emergency medication is readily available to children/young people 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.
- Most children/young people at school will carry at all times and are reminded of their emergency medication. Pupils keep their own emergency medication securely.
- Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

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 only accessible to those for it is prescribed.

Safe Storage – General

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if the child/young person normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- 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.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- The identified member of staff, along with the parents of children/young people with medical conditions, will ensure 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.
- All medication is supplied and stored in its original containers/packages. All medication is

labelled with the child/young person's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

- Medication will be stored in accordance with 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. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

Safe Disposal

- Parents will be asked to collect out-of-date medication.
- 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.
- A named member of staff is responsible for checking the dates of medication will arrange for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.
- 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 it to school or the child/young person's parent.

Supporting Medical Conditions in school policy is regularly reviewed, evaluated, consulted with stakeholders and updated.

- The policy is reviewed, evaluated and updated in line with the school's policy review timeline and receives a full consultation with stakeholders.
- Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Officers.
- When evaluating the policy, the school seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school, health settings and with parents and children/young people.

Key stakeholders include:

- Children/young people
- Parents
- School nurse and/or school healthcare professionals
- Head teacher
- Teachers
- Special Educational Needs Coordinator (SENCO)
- Pastoral support staff
- First aider
- All other school staff
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- School governors

All key stakeholders should be consulted in two phases:

- Initial consultation during development of the policy.
- Comments on a draft policy before publication and implementation.
- The views of children/young people with various medical conditions are actively sought and considered central to the evaluation process.
- Parents, school staff, governors, relevant local health staff and any other external stakeholders are informed and regularly reminded about the policy and how they impact on its implementation and review.

Complaints Procedure

- In the first instance, where there is a concern or query, we would urge parents to discuss matters with the SENCO/SLT with the hope that this could be addressed and resolved accordingly.
- If parents/carers have concerns or are dissatisfied with the support provided, they should directly contact the school and follow the complaint procedure set by the school.

Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts, these include;

- Supporting pupils with Medical Conditions – December 2015
- Special Educational Needs and Disability Code of Practice: 0-25 years (2015)
- Children and Families Act 2014 – Part 5: 100
- Health and Safety: advice for schools – June 2014
- Equality Act 2010
- The management of Health and Safety at work regulations 1999
- Education Act 1996
- Health and Safety at work Act 1974
- Medicines Act 1968
- Misuse of drugs Act 1971

The Local Authority will provide both national and local guidance.

For further information and guidance see;

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

Contacting the 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: **Kirkby Church of England Primary School 0151 477 8510**
- 2). Your name: **(as appropriate)**
- 3). Your location as follows: **Kirkby Church of England Primary School, Hall Lane Kirkby**
- 4). State what the postcode is: **L32 1TZ**
- 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). Provide the Ambulance Service with a copy of the child/young person's Individual Healthcare Plan if agreed by the parent
- 9). Put a completed copy of this form by the phone



Model Letter inviting parents to contribute to Individual Healthcare Plan development/review

Dear Parent,

Thank you for informing us of your child's medical condition. I enclose a copy of a guide of your responsibilities and the full policy for supporting pupils at school with medical conditions can be found on the school website.

An individual healthcare plan now must be prepared/reviewed. This will set out what support each pupil needs and how this will be provided. We will develop this plan with you, your child and the healthcare professionals who can advise us on your child's medical case.

We would like to hold a meeting to start developing the plan on **xx/xx/xx**. Please can you contact us to let us know if this convenient and to agree who needs to attend or provide information for the meeting.

To confirm your attendance or if you would like to discuss this further, please call me on **xxxx xxx xxxx** or ask to speak to me in school.

Yours sincerely



Parent Guide

The school will support your child with their medical needs. To do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during school hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell
- ensure your child catches up on any schoolwork they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

Policy Written: November 2024

Sent to the Governors (Curriculum): November 2024

Next Review: November 2025

Staff Responsible: SENCO | Learning Mentor

Statutory Review as per DfE: Annually

Parental Agreement to Administer Medicine

The school/setting 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.

Pupil Details

Name	
DOB	
Year / Class	
Medical condition / Illness	
Name & Number of GP	

Medicine

Name/ Type of medicine (as described on the bottle)	
Expiry Date	
Dosage & 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	
Telephone Number	
Relationship to the child	
I understand that I must deliver the medicine personally to	(agreed member of staff)

Please Note: It is your responsibility the school are kept informed of any changes to your child's medicines, including the dosage and when. It is also your responsibility to provide school with medication that is clearly labelled and in date.

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.

Name	
Signature	
Date	

Record of medicine administered to an individual child

Name of school/ setting	
Name of child	
Date medicine provided by parent	
Year/ Class	
Quantity Received	
Name and strength of medicine	
Expiry Date	
Quantity Returned / Date Returned	
Dose and frequency of medicine	

Staff signature	Parent/carers signature

Date			
Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			

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Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			
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Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Date			
Time Given			
Dose Given			
Name of staff member			
Staff signature			
Staff signature			

Staff Training Record – Administration of Medicines

Name of school/ setting	
Name	
Type of raining received	
Date of raining 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 raining is updated (suggested date)

Trainers signature	
Date	

I can confirm that I have received the raining detailed above.

Staff signature	
Date	

Individual Healthcare Plan

PUPIL INFORMATION

Name of school setting	
Name:	
Year/ Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review Date	

FAMILY CONTACT INFORMATION

Name	
Relationship to child	
Phone number	
Work Number	
Name	
Relationship to child	
Phone number	
Work Number	

CLINIC / HOSPITAL CONTACT

Name	
Clinic	
Contact number	
Contact email address	

GP INFORMATION

Name	
Contact Number	
Name of surgery	

Who is responsible for providing support in school	
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Describe the medical needs and give details of the child's symptoms, triggers, signs, treatments, facilities or devices, environmental issues etc.

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

Daily Care Requirements

Specific support for the pupils educational, social and emotional needs

Other Information

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Describe what constitutes an emergency, and the action to be taken 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

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