

Court Schools Supporting Pupils with Medical Conditions Policy



Approved by:

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Court Schools Supporting Pupils with Medical Conditions Policy

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Court Schools Supporting Pupils with Medical Conditions Policy

1. Context

Section 100 of the Children and Families Act 2014 places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting pupils with medical conditions at school - GOV.UK (DfE 2015). This policy outlines how Court Schools will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

2. The Aims of this policy

We have adopted the key drivers of the 'Supporting pupils at school with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions.
- To ensure students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
- To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with proper information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans and risk assessments.

3. Recognition

The application form to apply for the school includes a request for parents to provide the school with useful information regarding the pupil's needs.

SLT and or the class teacher will be part of the placement plan before admission date to liaise with staff, parents and pupils to highlight areas of need.

EHCPs in place will be reviewed to monitor how school supports the pupils.

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Medical needs are on record on school Management Information System (Arbor). Issues of a sensitive nature are 'flagged up' on a need-to-know basis.

Regular meetings ensure all staff are aware of emergent or developing medical needs and measures are put in place to meet them.

All trips beyond routine require that parents inform school of any specific medical needs that may be relevant for that occasion.

When Court Schools becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs Responsible Person to include Daniel Withers and SLT will be informed.

SLT and Daniel then ensure that all the relevant staff are notified and begins the process of planning for the child's safe admission to school. Arrangements to support students are ideally in place before they start, or no later than two weeks after their admission.

When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence - usually some form of medical evidence and consultation with parents/carers.

3. Definitions

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A **"staff member"** is defined as any member of staff employed at Court Schools, including teachers and support staff.

4. Individual Healthcare Plans (IHPs) (Appendix 2)

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Students with medical needs attending the school have an individual healthcare plan where this is required, the plan outlines what needs to be done, when and by whom. Their delegated person will work with parents/carers and healthcare professional to develop healthcare plans.

Not all children with medical needs require a plan. Healthcare plans are reviewed annually (September each year) or sooner if the child's medical needs have changed and each time these are checked and signed by Parents.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

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IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

Common medical needs are:

- Asthma: pupils are not required to carry their own e.g. salbutamol, but it will be available to them either in the classroom or in the main school office.

EpiPen's are kept in a secure but available in the admin office. Staff receive regular training.

- Insulin will be kept in secure but available cupboard in the admin office, in pupil-specific boxes in school.
- Children with injuries e.g. broken legs will have a Risk Assessment (written with parents / medical advice when necessary), signed by parents and reasonable adjustments made.
- Where an illness keeps the child off school, their tutor will be in regular contact. Longer term illness may invoke referral to medical access school.

5. Roles and responsibilities

Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- **Completing a parental agreement for school to administer medicine form before bringing medication into school and handing over to office staff (Appendix 3).**
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Participating in the development and review of their child's individual healthcare plan.
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines).
- Ensuring they or another nominated adult is always contactable and contact information is kept up to date.

The governing board are responsible for:

Planning to support children with medical conditions in school, including making sure that this policy is in place.

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Ensuring that the school's procedures are explicit about what practice is not acceptable.

Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions.

Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

The headteacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Court Schools, ensuring the policy is developed effectively with partner agencies.
- Promoting this policy with the whole staff team, parents/carers, students and agency Partners.
- Liaising with healthcare professionals regarding the training required for staff. Training for specific medical conditions should be delivered by specialist medical professionals. This training should be reviewed as agreed by healthcare professionals.
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy, First Aiders trained by the school as well as individual members of staff with responsibility for individual children.
- Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews.
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up to date, is shared with all the individuals who need to know about it and reviewed at least annually.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

Staff are responsible for:

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

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Staff will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Risk assessments will be completed for school visits, school journey and other school activities outside of the normal timetable.

Staff will implement their actions identified in individual healthcare plans.

Pupils can:

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School nurses and other healthcare professionals

DCC school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school. **(Appendix 1 - Individual healthcare plan implementation)**

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Court Schools will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities, unless evidence from a clinician such as a GP states that this is not possible.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

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Links to achievement and social and emotional wellbeing

There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition, and some may become anxious or depressed.

Long-term absences due to health problems may affect attainment, impact on a student's ability to sustain friendships and affect their wellbeing and emotional health. At Court Schools we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.

Court Schools staff are highly skilled in providing excellent social and emotional support. Our team will develop bespoke programmes to support transition following a period of absence working with outside agencies where appropriate.

Managing medication

Prescription and medication medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents/carers' written consent.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions.

It is recognised that staff may need to always carry medication with them when supporting pupils if they are going off site or if it is necessary to administer medication quickly (e.g. Buccal, adrenaline pens). Staff must ensure that they carry the medication with them in a suitable bag on their person, which should be kept closed at all times. Staff must check the contents of the bag and the condition of the bag for tears or rips on a daily basis and sign the bag checklist (**Appendix 9**). Any defects with the bag must

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be reported to the Deputy Headteacher immediately so that a replacement can be issued. The Deputy Headteacher will check on a termly basis that forms are being completed. This may be checked on a number of different bags each term. This will ensure that the staff are checking and recording the bags and contents.

Responsible Person will ensure that a request is sent to parents by a member of the class team for more medication when there is 5 days' worth of any medication remaining in school (1/2 bottle for liquid medicines).

Asthma inhalers are kept in school for emergency use. The school follows the Department of Health protocol for their use.

Any medications left over at the end of the course will be returned to the child's parents.

Court Schools cannot be held responsible for side effects that occur when medication is taken correctly.

All medicines will be stored safely. Pupils will be informed about where their medicines are always and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the students' classroom and the other held centrally. The admin team will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it. Teachers and support staff will be trained on how to use an Epi-Pen. The admin staff keep a list of the staff trained and their training.

Non-Prescribed Medication

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

Court Schools will supply Calpol 6+ for one off pain relief. This will only be administered with consent from parents on the Parental Agreement for School to Administer Medicine (**Appendix**) and staff will phone for verbal permission from legal guardian before administering this medication.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions.

Court Schools can administer medication Paracetamol, Calpol, Nurofen and Ibuprofen and other medication such as travel sickness medication, skin creams, cough medication recommended by a doctor to parents/carers without a prescription.

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However, bottles or tablets must be sent into school in an unopened state, in the original packaging and/or box and within the expiry date. Medicines which do not meet these criteria will not be administered.

Court Schools will inform parents of any non-prescribed medication given via Request of pain relief medication Form (**Appendix 4**)

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All Controlled drugs must be kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and parents and pupil will need to complete Parental & Pupil Agreement for a Pupil to Carry and Administer Their Own Medication (**Appendix 5**)

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

This does not include over the counter medication.

Unacceptable practice

To keep all students safe and well we are very clear that the whole team know what unacceptable practice is.

It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) to:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/carers.

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- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home often for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g., hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent pupils from participating or create unnecessary barriers to pupils taking part in any aspect of school life, including school trips, e.g., by requiring parents/carers to accompany their child.
- Administer, or ask pupils to administer, medicine in school toilets.

Emergency procedures

Where a child has an individual healthcare plan, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a student needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

Contacting Emergency Services

If staff need to contact emergency services one member will be phoning and informing the emergency services of the incident and needs.

Staff will complete Contacting Emergency services form (**Appendix 5/6**)

Support for children with allergies and medical conditions

On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Pastoral Support team will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate they will then develop an allergy student profile which includes a picture of the student, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the student file.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

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Staff will receive training on the supporting pupils with medical conditions policy as part of their annual training.

Staff will be supported to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

The training will be identified during the development or review of IHPs.

Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

- First aid at Work
- Safe handling and administration of medication

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

The administration staff responsible for CPD will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy. (**Appendix 7**)

Suitable training should be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

Other professionals

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Court Schools works closely with a range of other professionals when supporting a child with medical needs including GPs, school nurses, psychologists and specialist provision in hospitals etc.

We have the support of the school nursing service who work closely in partnership with the school and parents/carers

Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place that all staff are aware of on Arbor.

Records will be kept of any medication administered to children. This should be recorded by Responsible Person (where there is a first aider) and witnessed by another adult supporting the administration of medication.

First aid incidents for pupils will be recorded in Arbor and an email sent home through the system to notify parents/carers of these. If pupils receive a Head Injury, a phone call will be made by the First Aider to parents/carers to notify them of this before the pupil leaves school.

All medicines should be administered by a suitably trained member of staff.

When dispensing medication, the process should be supported by another member of staff. This person may not be a first aider but should also be responsible for reading documentation regarding administration of medication for the pupil.

Dates on medications and medication checks, to ensure that medicine is in the locked medical cupboard and in carry bags, should be carried out regularly.

If medication is found to be missing or lost, this must be reported to the Headteacher or DSL immediately. An email alert will be sent to all staff and staff will be asked to conduct a search of the school.

Insurance

All staff who undertake responsibilities within this policy are covered by Court Schools insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

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Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures.

The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

Complaints

Parents/carers with a complaint about the school's actions regarding their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

Links to other policies

This policy links to the following policies:

Asthma

Complaints

Equality

Health and safety

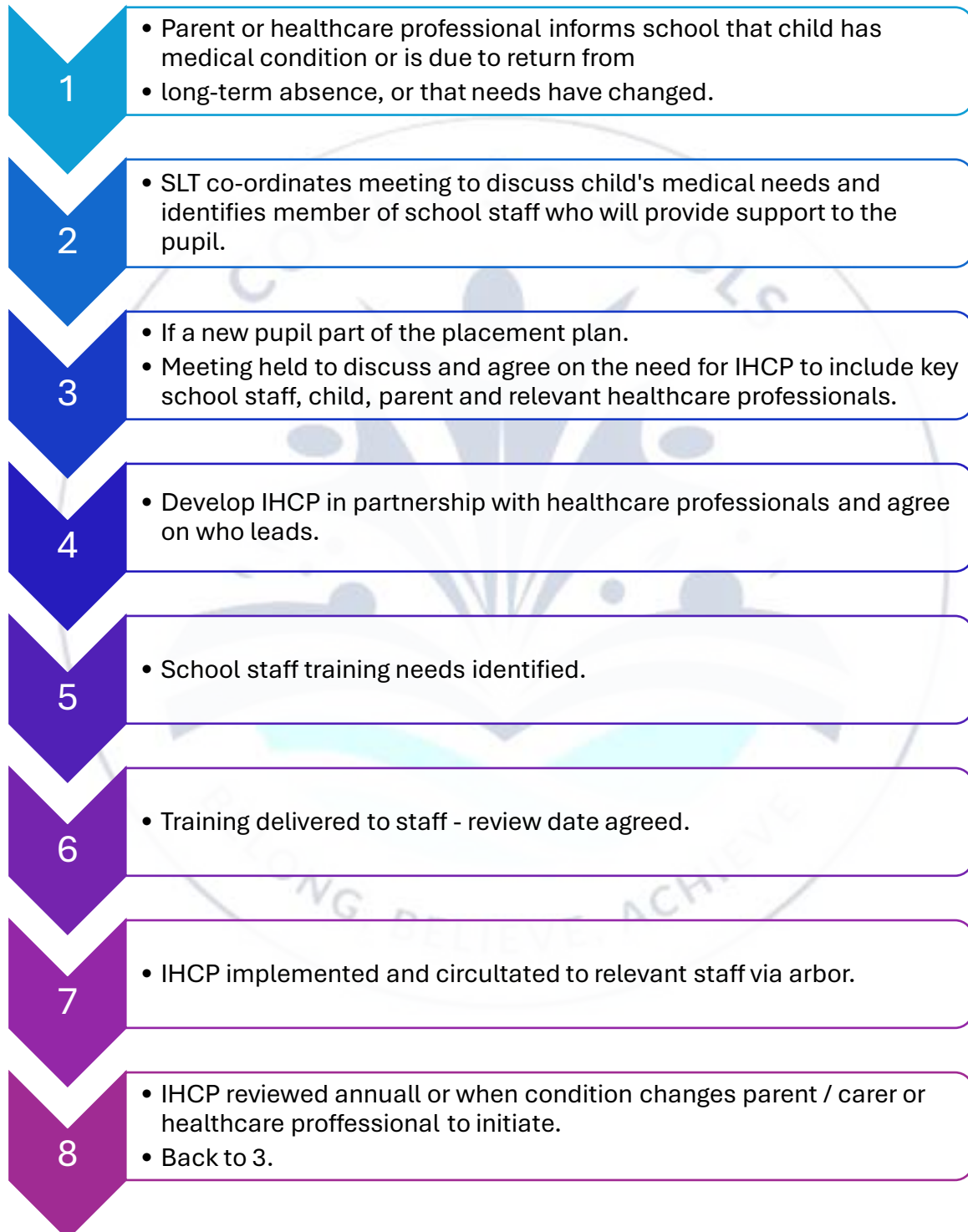
Safeguarding

Special educational needs information report and policy

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Appendix 1: Being notified a child has a medical condition

Appendix 1 - Individual healthcare plan implementation procedure



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Appendix 2 individual Healthcare Plan

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.

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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



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Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Plan developed with:	
Staff training needed/undertaken - who, what, when	

Care Plan written by:

Name:	
Designation	
Date plan was written	
Date pans due for review	
Parent Signature	

Copies of plan to:

School	Family	School Nursing Team	Paediatrician	GP	Specialist
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Review of Care Plan

Name:	
Designation:	
Date plan reviewed & Updated:	
Date due for review:	

Copies of plan to:

School	Family	School Nursing Team	Paediatrician	GP	Specialist
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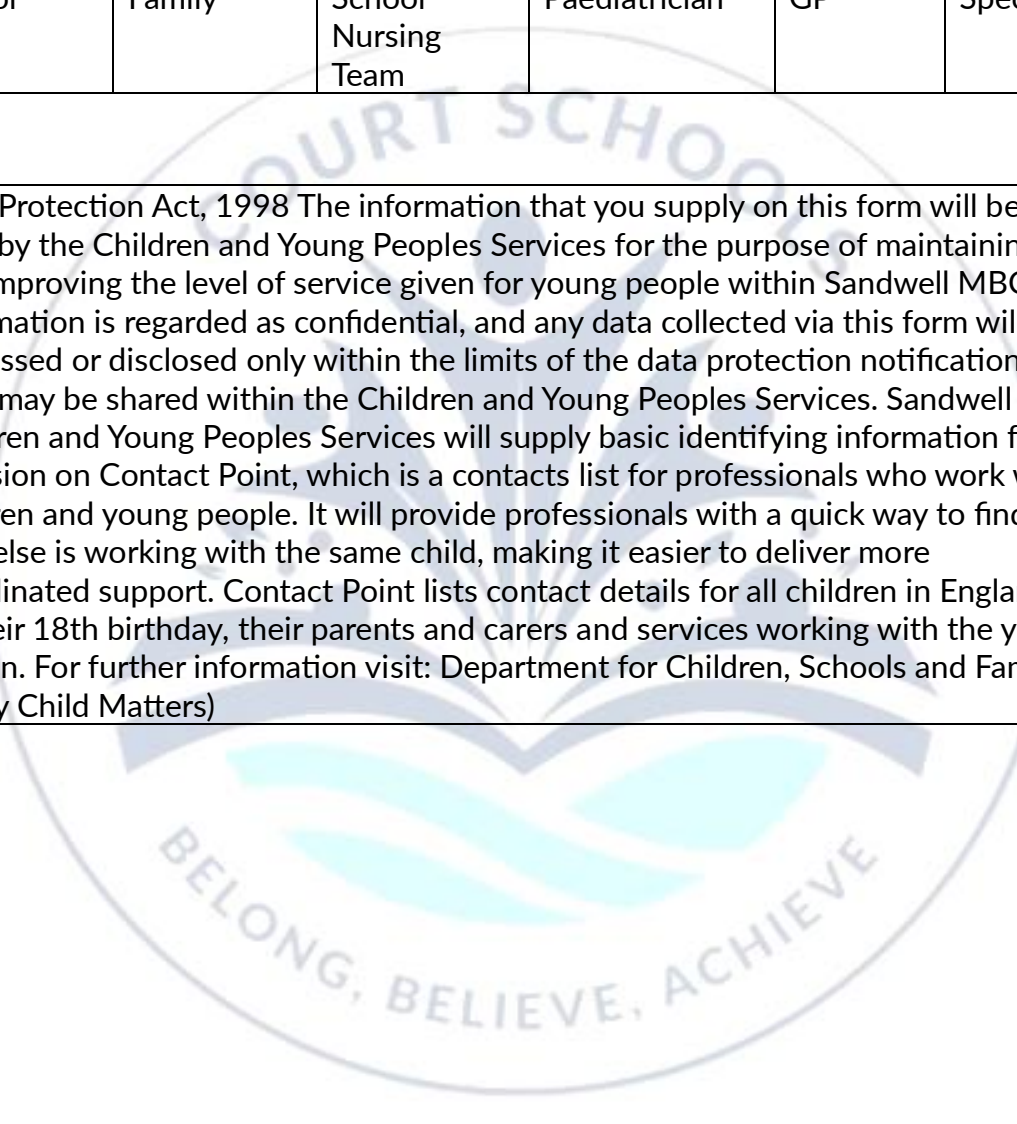
Review of Care Plan

Name:	
Designation:	
Date plan reviewed & Updated:	
Date due for review:	

Copies of plan to:

School	Family	School Nursing Team	Paediatrician	GP	Specialist

Data Protection Act, 1998 The information that you supply on this form will be used by the Children and Young Peoples Services for the purpose of maintaining and improving the level of service given for young people within Sandwell MBC. All information is regarded as confidential, and any data collected via this form will be processed or disclosed only within the limits of the data protection notification. Data may be shared within the Children and Young Peoples Services. Sandwell MBC Children and Young Peoples Services will supply basic identifying information for inclusion on Contact Point, which is a contacts list for professionals who work with children and young people. It will provide professionals with a quick way to find out who else is working with the same child, making it easier to deliver more coordinated support. Contact Point lists contact details for all children in England up to their 18th birthday, their parents and carers and services working with the young person. For further information visit: Department for Children, Schools and Families (Every Child Matters)



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Appendix 3 Parental Agreement For school to Administer Medication

Parental Agreement for School to Administer Medicine

Court Schools 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. One form per medication.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Court Schools has Calpol 6+ sachet's - If a pupil has a minor illness e.g. toothache, period pain, stomach-ache. Before giving medication, Court Schools staff will contact legal guardian to ask for consent to give Calpol and check if they have taken any other medication that day.

I give permission for staff to give Calpol 6+	Yes	No
-----------------------------------------------	-----	----

MEDICINE - This must be sent in the original packaging and be labelled with the child's name and dosage instructions

Name of medicine <i>(as described on the container)</i>	
Medication Type NB: Medicines must be in the original container as dispensed by the pharmacy	
Date Dispensed	
Expiry date	
Agreed Review date to be initiated by Responsible Person	
Dosage and method	
Timing	
Special precautions/other instructions	

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Any other information you think is relevant (after meals, etc):

Are there any side effects that the school/setting needs to know about?

Can the child self-administration
Procedures to take in an emergency

Does the medication require refrigeration?

Is this medication

Yes		No	
Yes		No	
Short Term Use		Long Term Use	

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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Court Schools staff administering medicine in accordance with the Court Schools supporting children with medication conditions 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.

I accept that this is a service that the school is not obliged to undertake.

Signature(s) _____

Date _____

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Appendix 4 Request for Pain Relief Medication

Request for Pain Relief Medication

Request for pain relief medication

Your child _____ has requested pain relief medication for the following reasons _____

Medication Administered _____

Date: _____ Time Given _____

Please Tick

- We have called you to inform and request your permission
- We have checked that there is a 4-hour clearance between any other pain relief medication
- Parents informed staff/school directly to administer pain relief medication

First Aider _____

Yours faithfully

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Appendix 5 Parental and Pupil Agreement for a pupil to carry and administer their own medication.

Parental & Pupil Agreement for a Pupil to Carry and Administer Their Own Medication

Your child will not be able to take and keep their medication unless this form is completed by Parents, pupil and SLT member from Court Schools.

Name of Child		
Date of Birth		
Group / class		
Medical condition or illness		
Name / type of medicine (As described on the container)		
Date dispensed		
Expiry date		
Agree review date to be initiated by staff member		
Dosage and method Timing		
Special Precautions		
Are there any side effects that we need to know about		
Confident to self administration	Yes	No
Procedures to take in an emergency		

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MEDICINE – This must be sent in the original packaging and be labelled with the child’s name and dosage instructions.

CONTACT DETAILS

Name	
Address	
Daytime Phone No	
Relationship to Chil	

I understand that my child will be solely responsible for the taking and storing of this medication, ensuring it is always kept safe, that no other pupils will be offered or have access to this and that any record keeping is also down to my child.

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Print Name: _____

Signature: _____

Date: _____

I understand that I must not share my medication with anyone else in school. If I lose my medication I will inform office staff. If I have an issue with taking my medication or feeling unwell after taking it, I will inform a member of staff.

Pupil Name: _____

Signature: _____

Date: _____

Court Schools will follow this policy to support the pupil’s medication needs in school. We have the right to withdraw consent to carrying medication if there is an incident or concern regarding the safety of the medication, the pupil or the wider school community.

SLT Name: _____

Signature: _____

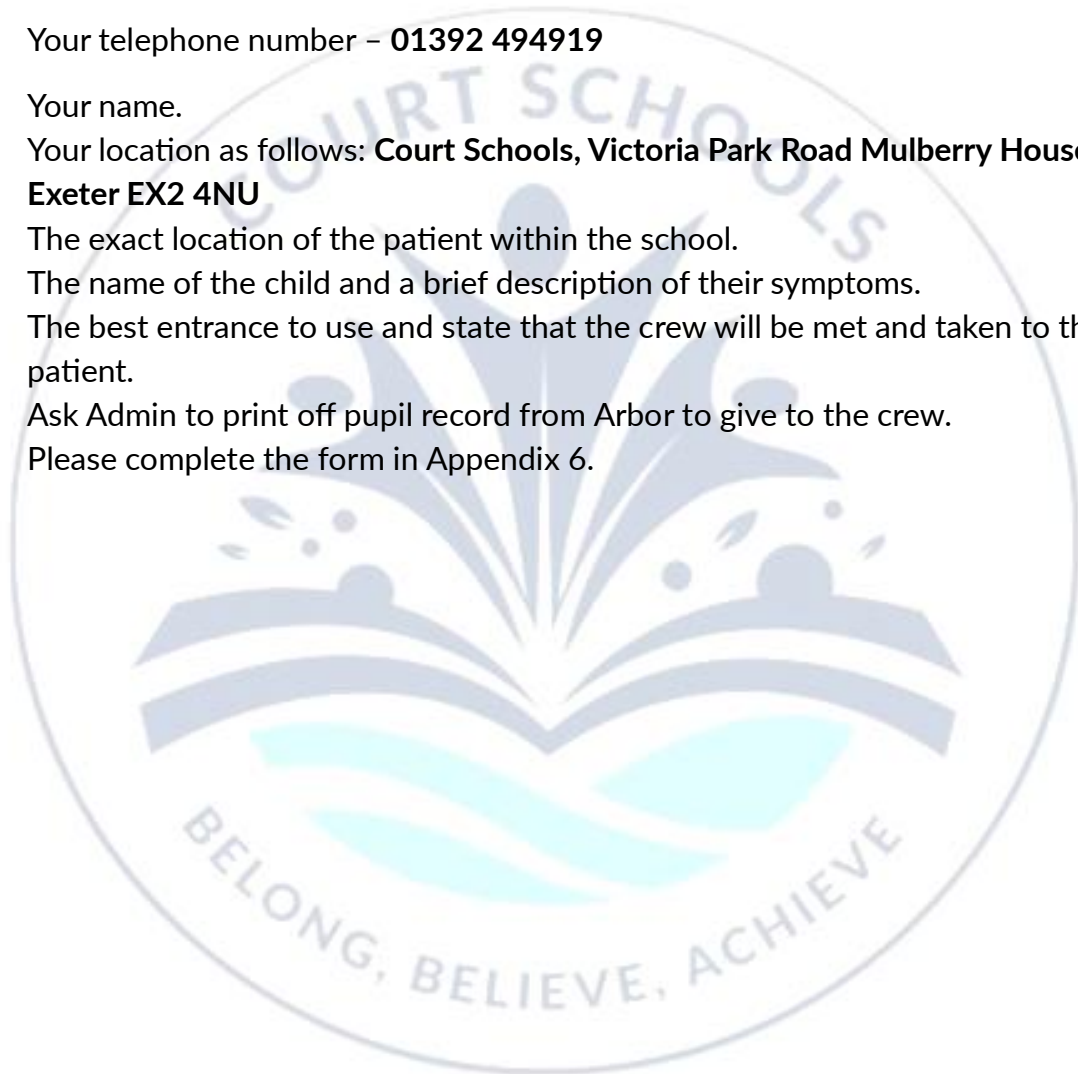
Date: _____

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Appendix 5 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.

- Your telephone number – **01392 494919**
- Your name.
- Your location as follows: **Court Schools, Victoria Park Road Mulberry House, Exeter EX2 4NU**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Ask Admin to print off pupil record from Arbor to give to the crew.
- Please complete the form in Appendix 6.



Court Schools Supporting Pupils with Medical Conditions Policy

Appendix 6 Request for 999 Support Form

Request for 999 Support Form					
Date of incident:					
Pupil Name:					
Date Of Birth:					
Class:					
Name Of First Aid Response:					
Which service was required? Please Tick					
Ambulance		Fire		Police	
Reason for Calling 999					
Time Called 999					
Arrival Time of 999					
Parents Contacted	Yes		No		Other Relative
Further Comments:					
First Aider Name:					
First Aider Signature:					

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Date:

Scan and put on to Arbor once completed and a copy to parents

Appendix 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 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 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 most 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

Court Schools Supporting Pupils with Medical Conditions Policy

Appendix 8 Staff Training Record – Administration of Medicines

Name of school	
Trainers Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated _____ (Date)

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____