

Supporting Children with Medical Conditions in School Policy

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1.0 Statement of intent

- 1.1 The Governing Body of Pinewood Infant School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.
- 1.2 Pinewood Infant School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.
- 1.3 There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.
- 1.4 Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.
- 1.5 Some pupils with medical conditions may be considered to be disabled under the definition set out in the [Equality Act 2010](#). The school has a duty to comply with the Act in all such cases.
- 1.6 In addition, some pupils with medical conditions may also have SEND and have an education, health and care plan (EHCP) collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's [SEND Report](#) will ensure compliance with legal duties.
- 1.7 To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

2.0 Legal framework

- 2.1 This policy has due regard to legislation including, but not limited to, the following:
 - [The Children and Families Act 2014](#)
 - [The Education Act 2002](#)
 - [The Education Act 1996 \(as amended\)](#)
 - [The Children Act 1989](#)
 - [The National Health Service Act 2006 \(as amended\)](#)
 - [The Equality Act 2010](#)
 - [The Health and Safety at Work etc. Act 1974](#)
 - [The Misuse of Drugs Act 1971](#)

- [The Medicines Act 1968](#)
- [The School Premises \(England\) Regulations 2012 \(as amended\)](#)
- [The Special Educational Needs and Disability Regulations 2014 \(as amended\)](#)
- [The Human Medicines \(Amendment\) Regulations 2017](#)

2.2 This policy has due regard to the following guidance:

- [DfE \(2015\) 'Special educational needs and disability code of practice: 0-25 years'](#)
- [DfE \(2015\) 'Supporting pupils at school with medical conditions'](#)
- [DfE \(2000\) 'Guidance on first aid for schools'](#)
- [Ofsted \(2015\) 'The common inspection framework: education, skills and early years'](#)
- [Department of Health \(2017\) 'Guidance on the use of adrenaline auto-injectors in schools'](#)

2.3 This policy has due regard to the following school policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy (internal to the school)
- Asthma Policy (internal to the school)
- Complaints Policy and Procedures
- Drug and Alcohol Policy (internal to the school)
- SEND Report

3.0 The role of the governing body

3.1 The Governing Body:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

3.2 The Head of School / Executive Headteacher holds overall responsibility for implementation of this policy.

4.0 The role of Head of School / Executive Headteacher

4.1 The Head of School / Executive Headteacher:

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Has overall responsibility for the development of IHPs.
- Ensures that staff are appropriately insured and aware of the insurance arrangements made by Hampshire County Council.
- Contacts the Hampshire School Nurse Service where a pupil with a medical condition requires support that has not yet been identified.

5.0 The role of parents/carers

5.1 Parents/carers:

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

6.0 The role of pupils

6.1 Pupils:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of pupils with medical conditions.

7.0 The role of school staff

7.1 School staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.



8.0 The role of the SENDCo

8.1 The SENDCo:

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

9.0 The role of clinical commissioning groups (CCGs)

9.1 CCGs:

- Ensure that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Make joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Are responsive to LAs and schools looking to improve links between health services and schools.
- Provide clinical support for pupils who have long-term conditions and disabilities.
- Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

10.0 The role of other healthcare professionals

10.1 Other healthcare professionals, including GPs and paediatricians:

- 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 IHPs.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.

11.0 The role of providers of health services

11.1 Providers of health services co-operate with the school, including ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

12.0 The role of the LA

12.1 The LA:

- Commissions school nurses/mental health workers for local schools.
- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Provides support, advice and guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Works with the school to ensure that pupils with medical conditions can attend school full-time.
- Provides insurance cover against personal liability.

12.2 Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

13.0 The role of Ofsted

- 13.1 Ofsted inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions.
- 13.2 Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and also by pupils' spiritual, moral, social and cultural development.

14.0 Admissions

- 14.1 No child is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.
- 14.2 A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

15.0 Notification procedure

- 15.1 When the school is notified that a pupil has a medical condition that requires support in school, the person involved informs the Head of School / Executive Headteacher. Following this, the school begins to arrange a meeting with parents and carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP (outlined in detail in section 19).
- 15.2 The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Head of School / Executive Headteacher based on all available evidence (including medical evidence and consultation with parents/carers).
- 15.3 For a pupil starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.
- 15.4 Where a pupil joins the school mid-term or a new diagnosis is received, arrangements are put in place within two weeks.

16.0 Staff training and support

- 16.1 Any staff member providing support to a pupil with medical conditions receives suitable training.
- 16.2 Staff do not undertake healthcare procedures or administer medication without appropriate training.
- 16.3 Training needs are assessed through the development and review of IHPs, on a termly basis for all school staff, and when a new staff member arrives.
- 16.4 Through training, staff have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.



- 16.5 The Head of School / Executive Headteacher confirms the proficiency of staff in performing medical procedures or providing medication.
- 16.6 A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.
- 16.7 Whole-school awareness training is carried out on a termly basis for all staff, and included in the induction of new staff members. All school staff will be informed through their team meetings.
- 16.8 The Head of School / Executive Headteacher identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 16.9 The Head of School / Executive Headteacher directs the SAO to commission training.
- 16.10 Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.
- 16.11 The governing board will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

17.0 Self-management

- 17.1 Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 17.2 Medicines for pupils are stored securely in the school office or securely in the pupils' classroom.
- 17.3 If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.
- 17.4 If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with our Drugs and Alcohol Policy.

18.0 Supply teachers

- 18.1 Supply teachers are:
 - Provided with access to this policy.
 - Informed of all relevant medical conditions of pupils in the class they are providing cover for.
 - Covered under the school's insurance arrangements.

19.0 Individual healthcare plans (IHPs)

- 19.1 The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Head of School / Executive Headteacher makes the final decision.

- 19.2 The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.
- 19.3 IHPs include the following information:
- The medical condition, along with its triggers, symptoms, signs and treatments.
 - The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
 - The support needed for the pupil's educational, social and emotional needs.
 - The level of support needed, including in emergencies.
 - Whether a child can self-manage their medication.
 - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
 - Cover arrangements for when the named supporting staff member is unavailable.
 - Who needs to be made aware of the pupil's condition and the support required.
 - Arrangements for obtaining written permission from parents/carers and the Head of School / Executive Headteacher for medicine to be administered by school staff or self-administered by the pupil.
 - Separate arrangements or procedures required during school trips and activities.
 - Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
 - What to do in an emergency, including contact details and contingency arrangements.
- 19.4 Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.
- 19.5 IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.
- 19.6 IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
- 19.7 Where a pupil has an EHC plan, the IHP is linked may be linked to it where appropriate.
- 19.8 Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.
- 19.9 Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate.

20.0 Managing medicines



- 20.1 In accordance with the school's Administering Medication Policy, medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- 20.2 Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentiality.
- 20.3 Non-prescription medicines may be administered in the following situations:
 - When it would be detrimental to the pupil's health not to do so.
 - When instructed by a medical professional.
- 20.4 No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 20.5 Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 20.6 Parents/carers are consulted / informed any time medication is required / administered that is not agreed in an IHP.
- 20.7 The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 20.8 All medicines are stored safely. Pupils know where their medicines are at all times and who to ask to access them immediately, whether in school or attending a school trip/residential visit.
- 20.9 When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.
- 20.10 Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- 20.11 The school holds asthma inhalers for emergency use. The inhaler are stored in the School Office and its use is recorded. Inhalers are always used in line with the school's Asthma Policy.
- 20.12 Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 20.13 Records are kept of all medicines administered to individual pupils – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

21.0 Adrenaline auto-injectors (AAIs)

- 21.1 The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy.
- 21.2 A Register of AAIs will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.
- 21.3 Where a pupil has been prescribed an AAI, this will be written into their IHP.
- 21.4 For pupils under the age of seven who have prescribed AAI devices, these are stored in a suitably safe location: the school office / classroom.
- 21.5 Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 21.6 Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.
- 21.7 If necessary, other staff members may assist the designated staff members with administering AAIs, such as where the pupil needs restraining.
- 21.8 The school will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 21.9 The spare AAI will be stored in the locked cupboard in the School Office, ensuring that it is protected from direct sunlight and extreme temperatures.
- 21.10 The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained.
- 21.11 Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used.
- 21.12 Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.
- 21.13 Where a pupil appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.
- 21.14 In the event that an AAI is used, the pupil's parents/carers will be notified that an AAI has been administered and they will be informed whether this was using the pupil's or the school's device.
- 21.15 Where any AAIs are used, the following information will be recorded on the AAI Record:
- Where and when the reaction took place

- How much medication was given and by whom.

21.16 For children under the age of six, a dose of 150 micrograms of adrenaline will be used.

21.17 For children aged 6-11 years, a dose of 300 micrograms of adrenaline will be used.

21.18 AAI will not be reused and will be disposed of according to manufacturer's guidelines following use.

21.29 In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

22.0 Record keeping

22.1 In accordance with paragraphs 20.10, 20.11, 20.12 and 20.13, written records are kept of all medicines administered to pupils.

22.2 Proper record keeping protects both staff and pupils, and provides evidence that agreed procedures have been followed.

22.3 Appropriate forms for record keeping can be found in [appendix c](#) and [appendix d](#) of this policy.

23.0 Emergency procedures

23.1 Medical emergencies are dealt with under the school's emergency procedures.

23.2 Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

23.3 Pupils are informed in general terms of what to do in an emergency, such as telling a teacher.

23.4 If a pupil needs to be taken to hospital, a member of staff remains with the pupil until their parents/carers arrive.

23.5 When transporting pupils with medical conditions to medical facilities, staff members are informed of the correct postcode and address for use in navigation systems.

24.0 Day visits, residential visits and sporting activities

24.1 Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.

24.2 Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and relevant medical professionals.

24.3 The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.



25.0 Unacceptable practice

25.1 The school will never:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil and/or their parents/carers.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is failing to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

26.0 Liability and indemnity

26.1 The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

26.2 The school holds an insurance policy with The Local Authority covering liability relating to the administration of medication. The policy has the following requirements:

- All staff must have undertaken appropriate training.

26.3 The school holds an insurance policy with Local Authority covering healthcare procedures. The policy has the following requirements:

- All staff must have undertaken appropriate training.

26.4 All staff providing such support are provided access to the insurance policies.

26.5 In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

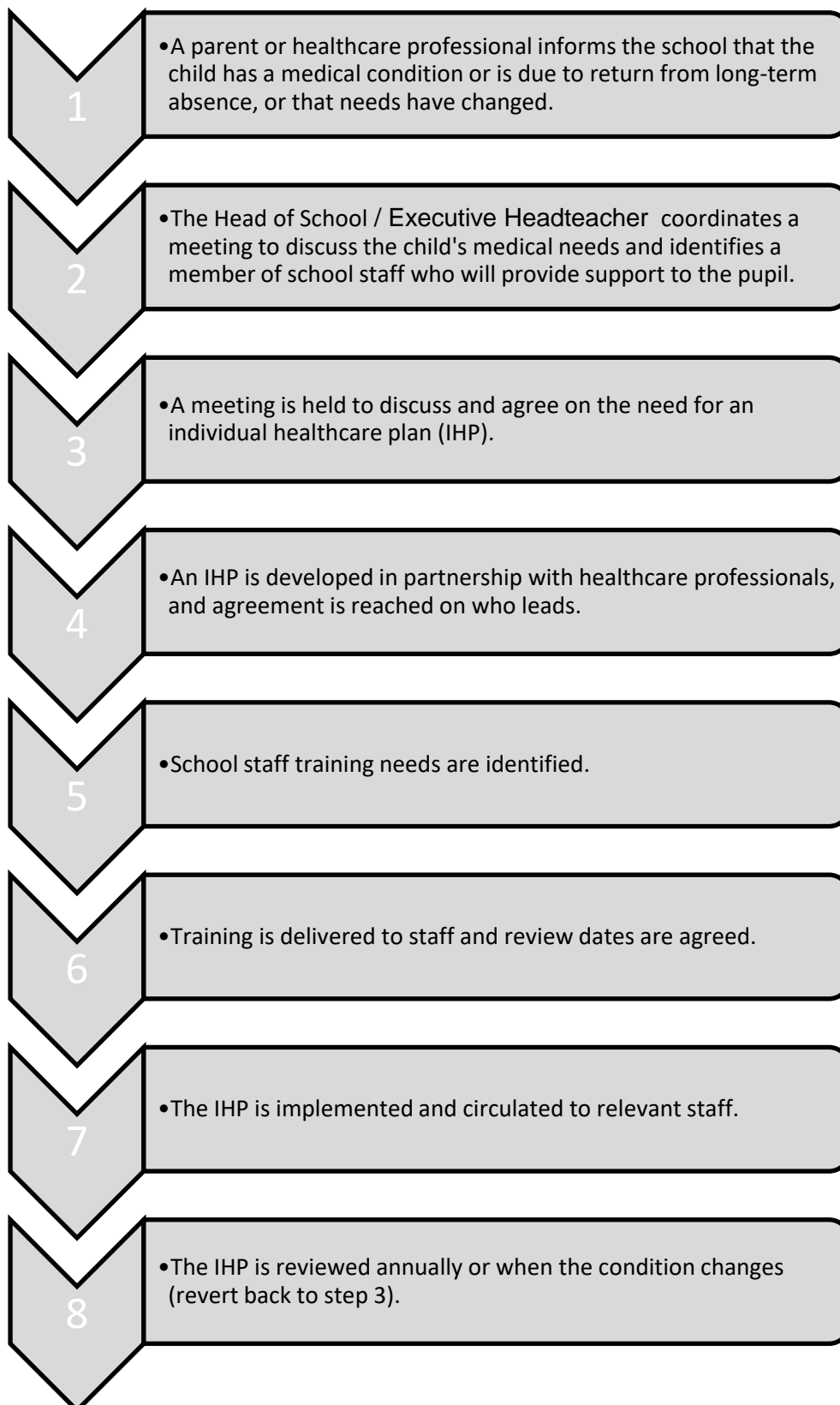
27.0 Complaints

27.1 Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance.

27.2 If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure, as outlined in the Complaints Policy and Procedures.

- 27.3 If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.
- 27.4 Parents and carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.
- 28.0 Home-to-school transport**
- 28.1 Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA.
- 28.2 Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.
- 29.0 Defibrillators**
- 29.1 Currently, the school does not have a defibrillator.
- 30.0 Policy review**
- 30.1 This policy is reviewed on an annual basis by the Safeguarding and Wellbeing Committee of the Governing Body, and the Head of School / Executive Headteacher.
- 30.2 The scheduled review date for this policy is displayed in the header of this document.

Appendix a) Individual Healthcare Plan Implementation Procedure



Appendix b) Individual Healthcare Plan

Child's name:	
Group/class/form:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	
Family contact information	
Name:	
Phone number (work):	
(home):	
(mobile):	
Name:	
Relationship to child:	
Phone number (work):	
(home):	
(mobile):	
Clinic/hospital contact	
Name:	
Phone number:	

Child's GP

Name:

Phone number:

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 it should 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:

--

Other information:

--

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

--

Responsible person in an emergency (state if different for off-site activities):

--

Plan developed with:

--

Staff training needed/undertaken – who, what, when:

--

Form copied to:

--

Appendix c) Parental Agreement for the School to Administer Medicine



Pinewood
Infant School

PARENTAL AGREEMENT FOR SETTING 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.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Expiry date	/ /
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) _____

Date _____

DAILY MEDICATION RECORD SHEETPage 19 of 23

Appendix e) Staff Training Record – Administration of Medication

Name of school:

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

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

Trainer's signature: _____

Print name: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Print name: _____

Date: _____

Suggested review date: _____

Appendix f) Contacting Emergency Services

To be stored by the phone in the school office

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.

- The telephone number: **01252 511885.**
- Your name.
- Your location as follows: **Pinewood Infant School, Pinewood Park, Farnborough, Hampshire.**
- The satnav postcode: **GU14 9LE.**
- 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 where the crew will be met and taken to the patient. **Through the main entrance and staff will ensure the gates are opened for access.**

Appendix g) Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear Parent/Carer,

Re: 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 with the school, parents/carers, 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 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 or whether rescheduling is required. The meeting will include me (the Headteacher), a relevant healthcare professional and the school nurse. 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 to the school office, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me by email on adminoffice@pinewood.hants.sch.uk or to speak by phone on 01252 511885 if this would be helpful.

Yours sincerely,

Carolyn Burleigh (Head of School)

Appendix h) Incident Reporting Form

Child's Name	Details of incident, cause and injury (clearly state part of body injured – if head, please detail which part) Please note what happened to the person immediately afterwards? E.g. hospital, collected by parent, back to class...	Treatment given	If Head Injury, please tick	Where accident took place ie Location	If accident involved more than one, person name of other person	Date	Time	Letter Sent Home Y/N (Head Injuries Pink letter and head bump sticker other injuries Green)	Staff Member who dealt with First Aid	CPOMS date and staff initials