

Kings Furlong Junior School



Supporting Pupils with Medical Needs Policy

The purpose of this policy is to ensure that there is a plan in place to support pupils with medical conditions and that employees are aware of their responsibilities and that relevant staff understand the administration of medicine arrangements.

*Version 2 – February 2016
Children's Services Health and Safety Team*

Any writing in black bold in this policy template is statutory guidance which must be followed.

Name of Unit/Premises/Centre/ School:	Kings Furlong Junior School
Name of Responsible Manager/Head Teacher:	Amanda Westaway
Date Policy approved and adopted:	March 2015
Date last reviewed:	March 2026
Date next due for review:	March 2027

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school to make arrangements for supporting children at their premise with medical conditions. The Department for Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We will make sure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore, we will not accept a child in school at times where it would be detrimental to the health of that child, or others, to do so.

It is our policy to make sure that all medical information will be treated confidentially by the Head Teacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions (both physical and mental health) may impact social and emotional development as well as having educational implications.

This policy will be reviewed regularly and is readily accessible to parents and school staff.

Key Roles & Responsibilities

Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.

The Governing Body is responsible for making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able.

The Head Teacher is responsible for ensuring that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head Teachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. Head Teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child 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.

Teachers and Support Staff may be asked to provide support to pupils with medical needs (including SEMH), including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Link Nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Local Arrangements

Identifying children with health conditions

Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers and following the process outlined, in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. We use Arbor Parent Portal to ask parents for the information required for each child's medical needs to make sure that we have appropriate arrangements in place prior to the child starting at the school. A child's Educational Health Care (EHC) plan may also inform the school of further medical needs.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will make sure that every effort is made to involve some formal medical evidence and consultation with the parents.

We will work closely with parents during any stage of a diagnosis (whether confirmed or awaiting advice) to make sure the child's needs are put to the forefront.

Individual health care plans

Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan, it will be the responsibility of relevant school staff to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The relevant school staff will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by the DfE to record the plan, or the format produced by the school nurse.

If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

This will be carried out with support of the parents, school and school nurse, or any other professional agencies. The head teacher will be responsible for making sure the plans are updated at least annually.

Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated, with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training

Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.

The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans).

All new staff will be inducted on the policy when they join the school through the induction process.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions, which will include what their role is in implementing the policy.

We will retain evidence that staff have been provided the relevant awareness training (if relevant to their role) on the policy by use of signature sheets.

Where required, we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

Any staff with children needing specific medicines such as EpiPens will be shown the correct procedure to use.

The child's role

Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible, we will endeavour to make sure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

Managing medicines on school premises

Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible, we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. The Admin Staff are delegated the responsible for making sure children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription medicines to a child under 16 without their parents/carers written consent (an 'Administration of medicines and treatment consent' form will be used to record this).

Both the 'Administration of medicines and treatment consent' form (refer to the end of the appendices) and an internal school log are completed to record any medicine given. When a pupil leaves the school, the administration of medicines and treatment consent form will be sent home to parents.

A documented tracking system to record all medicines received in and out of the premises is in place.

The name of the child, dose, expiry and shelf-life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication, the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their

dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container. Spare insulin must be brought into school at the beginning of each school year and stored in the fridge.

Controlled drugs will be securely stored in a non-portable container and kept in the cupboard in the school office which only named staff will have access to. We will make sure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner.

All pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We keep a small stock of liquid paracetamol, which is only administered with parental permission. We will always inform parents.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head Teacher.

Emergency medicines will be stored in a safe location in an orange bag in the class/office but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication if required i.e. Rectal Diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

Storage

All medication will be stored safely in an orange bag in the child's classroom.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Where medicines need to be refrigerated, they will be stored in the staffroom fridge. There must be restricted access to a refrigerator holding medicines.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they

are readily available when taking part in PE lessons or any activities outside of the main school building, outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/carers will be documented on the medication tracking form.

If necessary, sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged with parents on a regular basis as needed.

Medical Accommodation

The medical/photocopier room will be used for the majority of medical administration/treatment purposes.

Record keeping

Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered to children.

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form or 'medicine given in school' form. The form will be kept on file until the pupil leaves the school. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Parents will be informed if their child has been unwell at school.

Emergency Procedures

Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, two members of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Day trips/off site activities

Statutory Requirement: *The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.*

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Other issues

Emergency Salbutamol Asthma inhaler and one EpiPen (0.30mg) auto injector are kept in the school office and kept up-to-date. These will only be used in an emergency and with permission from parents, and at all times the school will seek to use the child's prescribed inhaler or/and auto injector if possible. These are kept in the blue first aid kit under the front desk in the main school office.

Unacceptable practice

Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits. It is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

Liability and Indemnity

Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the school are indemnified under the County Council self-insurance arrangements.

The County Council is self-insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Head Teacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Signature of Head Teacher:	A Westaway
Date:	20.3.26

Standard Risk Assessment:

Appendix A

Activity	Administration of Medicines	Date of Assessment	23 February 2015
Location	KFJS	Date of Review	Reviewed March 2026 Next review due: March 2027
Name of Risk Assessor	Amanda Westaway & Nik Barton	Risk assessment subject to	Management of Health and Safety at Work Regulations

This risk assessment template can be used for specialist areas where a model template does not exist.

Instructions for Use: This blank risk assessment should be used for any area where there is not already a template risk assessment in place. You will need to ensure that you have identified the common hazards and recognised those people who could be at risk and whether they have any individual requirements. Consider all of the standard controls i.e. those things you need to do to reduce the risk and then confirm all of the standard controls are in place. Check if there is anything further that you may need to do. If all of these components are completed the level of risk for these hazards will have been reduced to the lowest acceptable level. An action plan should be completed if further mitigation is required following the assessment.

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

This document should be filed under Hantsfile under Health and Safety Risk Assessment

Standard Risk Assessment:

Administration of Medicines Risk Assessment Guidance

The Supporting Pupils with Medical Needs document produced by the DfE and published in September 2014 for implementing into schools, includes the provision of administration of medicines to pupils.

The school Governors must ensure that a local policy on supporting pupils with medical needs is produced and implemented in the school.

This risk assessment should be completed as part of the process to assist in identifying the specific hazards and control measure that need to be put in place to ensure medication is administered, managed and stored safely and effectively in schools by competent staff.

The hazards and controls measures have been entered into the form however, schools must ensure that they complete the second box titled “Who Might be Harmed and How” by identifying who at the school may be harmed by the hazard, e.g. children with medical needs and in same box you should be considering how they might be harmed i.e. what the risk is from the identified hazard and enter this information into the same box.

You must then review the control measures that have already been entered in to the third box and enter into the box titled “Do you need to do anything else to manage the risk” any further measures that need to be implemented locally to ensure that the control measures are met and therefore the risk reduced to a manageable level. If anything else is identified locally to manage the risk the following boxes “Action by Whom”, “Action by When” and “Done” must also be completed. The information should then be transferred onto the action plan at the end of the risk assessment form and used as a live document until all actions have been completed.

An example has been entered in its entirety to demonstrate how to complete the form correctly. If this process is followed for all the identified hazards correctly the level of risk should be reduced to lowest possible point.

Once the risk assessment is complete and to ensure that is effective it should be shared with all relevant staff and reviewed periodically.

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><u>Policy/Procedures</u></p> <p>Lack of policy/procedures.</p> <p>Lack of clarity and staff awareness of policy and procedures.</p> <p>Failure to follow policy/procedures.</p>		<p>Local supporting pupils with medical needs policy documented for premises.</p> <p>Supporting pupils with medical policy provided to staff at induction. Any updates given when needed throughout the year or annually when the policy is reviewed.</p> <p>Investigation procedure in place in the event of failure e.g. refresher training, disciplinary procedures or review of policy.</p>	<p>No</p> <p>No</p>			

Standard Risk Assessment:

<p>Training</p> <p>Lack of awareness training to safely administer medicines e.g. asthma, epi-pen etc.</p> <p>Lack of awareness training in control and storage of medication.</p> <p>Lack of specific awareness training to meet individual needs of children on the premises.</p>		<p>Periodic awareness training provided for medical conditions such as asthma or epi-pen etc. by a competent person e.g. online, school nurse or other medical professional.</p> <p>Induction awareness training on local storage procedures and periodic refresher information provided (annually) to relevant staff e.g. policy/procedures.</p> <p>Parents add information onto the Arbour portal. This can be updated at any time of the year and is checked and approved by the school office.</p> <p>Annual reminders are sent in September, via the Arbor parent portal, for parents to update any changes in their child's medical needs.</p> <p>Periodic training provided for specific medical conditions by competent</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>			
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Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		person e.g. school nurse or other medical professional.				
<p><u>Administration</u></p> <p>Incorrect dosage given.</p> <p>Incorrect pupil given medication.</p> <p>Out of date medication administered.</p>		<p>Medication to be provided in the original container/labelled with the name of the appropriate pupil and dose required.</p> <p>Local procedure for checking name, age and dosage on medication prior to administration.</p> <p>Part of local procedure should be to review expiry date prior to accepting medication.</p> <p>Regular checks are made to ensure we do not hold expired medication.</p>	<p>No</p> <p>No</p> <p>No</p>			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><u>Controlled Drugs</u></p> <p>Any specific procedures.</p>		<p>Only trained staff to administer medication.</p> <p>Medication stored in a locked cupboard.</p>	<p>No</p>			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Storage</p> <p>Available prescribed medicines and controlled drugs not locked away.</p> <p>No secure refrigerator available/in use.</p> <p>Medicines not in original containers or clearly labelled.</p> <p>Emergency medicines locked away</p>		<p>Medicine kept in a labelled bag with the child.</p> <p>Paracetamol and controlled drugs are stored in the locked cupboard in the office.</p> <p>Restricted access – staffroom fridge is used.</p> <p>We only accept medicines provided in the original container labelled with the name of the appropriate pupil.</p> <p>All emergency medicines (asthma inhalers, epi-pens etc.) readily available and not locked away. Stored in the office under the front counter.</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p>Consent</p> <p>Lack of parents' consent.</p> <p>Inappropriate person providing consent.</p> <p>Limited information on consent form (leading to lack of clarity).</p> <p>Formal consent forms not used.</p>		<p>Parents provide information via the Arbor parent portal, the office accept or decline, seeking further clarification if needed.</p> <p>Parent/carers to complete an 'Administration of Medication Form' when handing in any medication to be administered in school.</p>	No			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><u>Health Care Plans</u></p> <p>School unaware that child has health issues requiring monitoring in school.</p> <p>No health care plans in place.</p> <p>Lack of involvement of family and health care professionals.</p> <p>Lack of awareness of health care plan by relevant staff.</p>		<p>Process in place for identifying a child who has health issues that require monitoring in school i.e. identifying children using the Arbor parent portal.</p> <p>A health care plan must be devised when required in conjunction with appropriate medical practitioner, parents, guardian and/or SENDCO Leader/ Head Teacher using standard forms provided by Hampshire. These forms are reviewed every year.</p> <p>Health care plans to be provided to all relevant staff.</p>	<p>No</p> <p>No</p> <p>No (stored in office and in the labelled orange medical bag in the classroom with their medication)</p>			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><u>Record Keeping and Communication</u></p> <p>No record of medicines being administered.</p> <p>No tracking system for medication received in and out of premise.</p>		<p>Recording forms to be used when medication is administered, which includes information such as parent consent forms, record of prescribed medicines given to a child.</p> <p>Tracking system in place to log when medication is received in and out of premises. This is to be used for every medication administered.</p> <p>Tracking system should include the expiry date for medication to enable periodical checks to be carried out, unless another system has been implemented.</p> <p>Procedure in place to check with parents when expiry dates are exceeded.</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>			

Standard Risk Assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		Reminder system in place for informing parents of their responsibility of ensuring medication is not expired e.g. newsletter and/or individual emails.				
<u>Disposal of Medication</u> Medication not disposed of responsibly.		Parents responsibility to safely dispose of medication school has returned to parent.	No			

Standard Risk Assessment:

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No.	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		Imminent				
		High				
		Medium				
		Low				
Very low						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Signature of Responsible Manager.....

Date.....



Department
for Education

APPENDIX D

Templates

Supporting pupils with medical conditions (Updated by KFJS)

May 2014

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Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

Template A: individual healthcare plan

NB – the school nurse will normally provide and update these care plans.

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

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

--

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

TEMPLATE B: Name of School	Kings Furlong Junior School
Name of child	
Address of child	

Name of GP	
GP's telephone number	

Please tick if appropriate

My child will be responsible for the self-administration of medicines as directed below	<input type="checkbox"/>
---	--------------------------

I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff consider necessary	
I recognise that staff are not medically trained	
I understand that it is my responsibility to ensure medication is not out of date	
Signature of parent or carer	
Date of signature	

Name of medicine	Required dose	Frequency	Course finish	Medicine expiry

Special instructions	
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Allergies	
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Other prescribed medicines	
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Template E: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number (01256 325 324)
2. your name
3. your location as follows [Kings Furlong Junior School, Upper Chestnut Drive, Basingstoke]
4. state what the postcode is – RG21 8YJ
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



Template F: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

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

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

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

Yours sincerely

APPENDIX E

Please complete the questionnaire below and return it to school

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below and return it to school as soon as possible so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Name of child Date of Birth

Home Address.....

Does your child have a medical condition/ health concern?

YES NO

If YES please give details

Does your child have a medical condition/health concern that needs to be managed during the school day?

YES NO

If YES please give details

Does your child take medication during the school day?

YES NO

If YES please give details

Does your child have a health care plan that should be followed in a medical emergency?

YES NO

If YES please give details

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nursing service or other health professionals who are involved in my child's care.

Signature(s) _____ Print Name _____
[Parent/ Carer with parental responsibility]

Date _____ Contact number _____

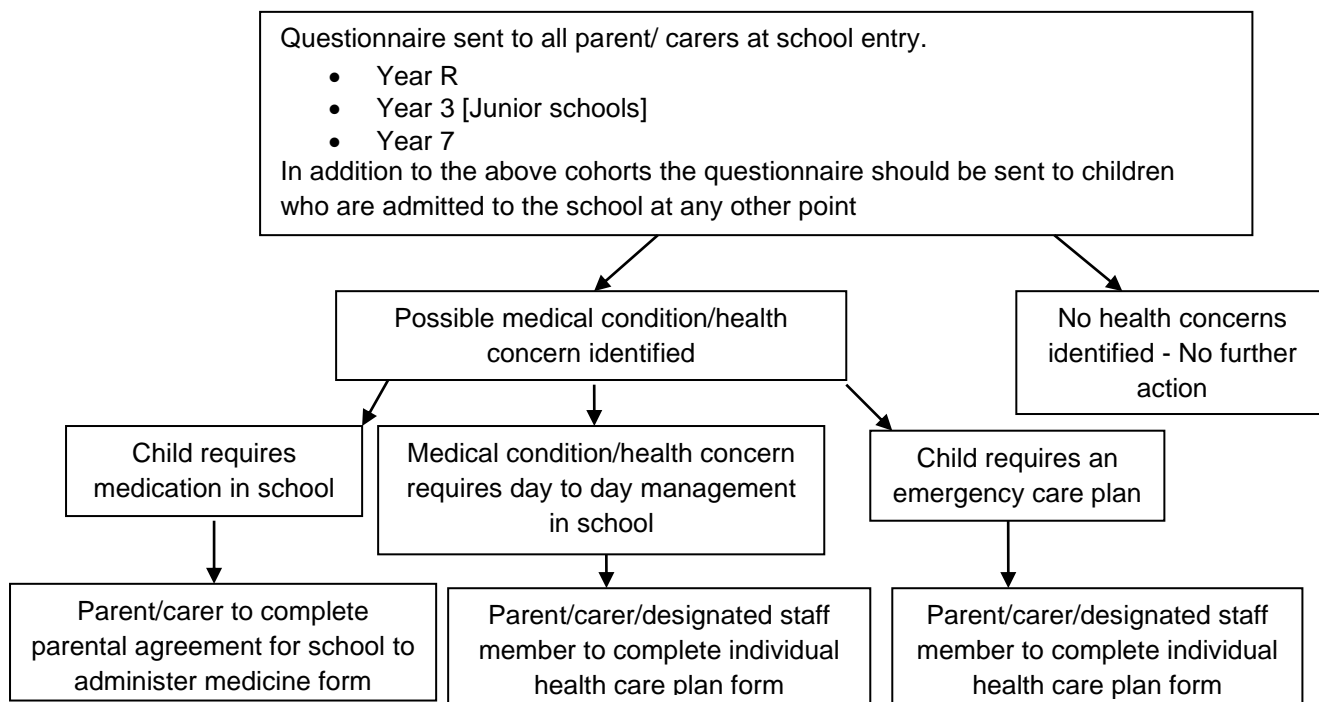


Hampshire
County Council

APPENDIX F

Suggested process for identifying children or young people with a medical condition that may require support in school

Not all children with a health condition will require a health care plan in school however the form will help schools to ascertain which children require support. In addition to this schools may be informed at any other point by a parent or health professional if a child is newly diagnosed with a health condition.



Please see sample flowchart below from the **Supporting pupils with medical conditions guidance**

