

The Kingston Academy



POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS (INCORPORATING MEDICINES POLICY)

September 2017

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POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS (INCORPORATING MEDICINES POLICY)

1. Introduction

Section 100 of the Children and Families Act 2014 places a statutory duty on schools to make arrangements for supporting pupils at school with medical conditions. The aim is to ensure that all pupils with medical conditions, in terms of both 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.

Parents/carers of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents/carers feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe.

In making decisions about the support we provide, The Kingston Academy will seek to establish relationships with relevant local health services, take advice from healthcare professionals and listen to and value the views of parents/carers and pupils.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission, or be excluded from school on medical grounds alone. This means that no child with a medical condition can be prevented from taking up a place in school because arrangements for their medical condition have not been made.

The Academy's SENCo Daniel Byrne has overall responsibility for the implementation of this policy.

The Kingston Academy holds emergency salbutamol inhalers, their use is governed by an Asthma Protocol.

This policy is written in line with the requirements of and may be read in conjunction with:-

- Children and Families Act 2014
- SEN Code of Practice 2014
- The Special Educational Needs and Disability Regulations 2014
- Managing Medicine in Schools and Early Years Setting 2004
- The Care Standards Act 2000

2. Background

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

- Short term - affecting their participation in school activities because they are on a course of medication

- Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, we will comply with our duties under that Act.

Some pupils may also have special educational needs and may have a statement, or Education and Health Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision. Any individual healthcare plan should be linked to or become part of an existing EHCP. Where a pupil has SEN but does not have a statement or EHCP, their special needs should be mentioned in their individual healthcare plan. For children with SEND, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice (2014).

If a pupil has a long-term medical condition, we aim to ensure that arrangements are in place to support them, and that such children can access and enjoy the same opportunities at school as any other child.

We will work together with health professionals, parents/carers and other support services to ensure that pupils with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school, in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how pupils will be reintegrated back into school after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. We recognise that a first aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the School Nurse (where allocated to an individual pupil), will be asked to provide any necessary training and subsequent confirmation of the proficiency of staff to carry out a medical procedure, or in providing medication and this will be recorded using the form at Appendix F.

3. Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Our ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents/carers and pupils will be critical. All those involved should work in partnership to ensure that the needs of pupils with medical conditions are met effectively:

The Trust Board

- Must make arrangements to support pupils with medical conditions in the Academy, including making sure that a policy for supporting pupils with medical conditions is

developed and implemented. The Board should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

- 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 to access information and other teaching support materials, as needed.

The Headteacher

- Should ensure that the Academy's policy is developed and effectively implemented.
- Should ensure that all staff members are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Should ensure that all staff members who need to know are aware of the pupil's condition (including briefing for supply teachers where appropriate).
- Should ensure that sufficient trained numbers of staff are available to implement the policy and deliver all individual healthcare plans, including cover arrangements in case of staff absence and in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Has the overall responsibility for the development of individual healthcare plans.
- Should make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- 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 Local Authority and allocated a school nurse.

School staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they must 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 the 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 Nurse (where allocated to an individual pupil)

- Is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school and has been allocated a school nurse.
- Where allocated to an individual pupil may support staff on implementing that child's individual healthcare plan and provide advice and liaison, for example on training.
- Can liaise with lead clinicians locally on appropriate support for that child and associated staff training needs.

Other healthcare professionals, including GPs and pediatricians

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- May be able to provide support in schools for children with particular conditions e.g. asthma, diabetes, epilepsy.

Pupils with medical conditions (where appropriate for their age)

- Are often best placed to provide information about how their condition affects them.
- Should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.
- After discussion with parents/carers, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.
- Wherever possible, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, relevant staff should help to administer medicines and manage procedures for them.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents/carers should be informed so that alternative options can be considered.
- Other pupils will often be sensitive to the needs of those with medical conditions and should know what to do in general terms, such as informing a teacher immediately, if they think help is needed.

Parents/carers

- Should provide the school with sufficient and up-to-date information about their child's medical needs.
- Should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting (see letter template inviting parents/carers to contribute to individual healthcare plan development at Appendix H).
- Should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Must ensure all medicines (including over the counter products – OTC) are prescribed by a healthcare professional, ie GP. Medicines which have not been prescribed by a healthcare professional for a child, will only be administered at school in exceptional circumstances and in the case of an emergency. If a child requires an OTC medicine on a regular basis, it must be prescribed by a GP and will then be managed as part of a short term medical requirement.
- Parents/carers should note that antihistamines (ie, Piriton or Piritize) will not be administered at school unless prescribed by a GP.
- Must ensure that all prescribed medicines are supplied to the school in the original packaging, with a pharmacy label containing the child's details, including dosage etc. The medicine must be in date and any contents also labelled with a pharmacy label, for example, inhalers.

Local Authorities

- Are commissioners of school nurses.
- Under section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as schools, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Must make joint commissioning arrangements for education , health and care provision for children with SEN or disabilities.
- Should provide support advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.
- Should work with schools to support pupils with medical conditions to attend full time.
- Where a pupil would not receive suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory

guidance for local authorities, sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

4. **Procedures at The Kingston Academy**

The Kingston Academy may be notified that a pupil has a medical condition which will require support when he/she first joins the school, often at the start of Year 7; or at a later date, following a new diagnosis.

Starting at The Kingston Academy

If, as part of the transition and induction process, a long term medical need which will require support from the school is identified, parents/carers will be asked to complete an Individual Health Care Plan (IHP) in conjunction with any relevant medical professionals (see template at Appendix B) for their child, and then to meet with the Special Educational Needs Co-ordinator (SENCo), who has responsibility for over-seeing the support for pupils with medical conditions. Copies of reports from medical professionals should be brought to this meeting. Arrangements should be in place for the start of the relevant school term. In cases where a pupil is moving to the Academy mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Pupil receiving a new diagnosis

The Academy may be informed by a pupil's parent or carer, or a medical professional, that a pupil has a newly diagnosed illness or medical condition which may require support from the school. The parent will be asked to complete an Individual Health Care Plan (see template at Appendix B) for their child, in conjunction with any relevant medical professionals, and then to meet with the Special Educational Needs Co-ordinator (SENCo), who has responsibility for over-seeing the support for pupils with medical conditions. Copies of reports from medical professionals should be brought to this meeting.

Following Notification of a Long-term Medical Condition which requires support:

- The Academy does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgments will be needed about what support to provide based on the available evidence. This would normally involve some sort of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. The Headteacher, School Nurse (where allocated to that individual pupil) and SENCo will usually lead this. Additionally, an Education Welfare Office may also be involved. The school will make every effort to ensure that arrangements are put in place as soon as possible (every effort will be made to ensure that arrangements are put in place within two weeks).
- If the child will require the administration of medication of any kind, a consent form must be completed by the parent/carers (see template at Appendix C) and given in at the school office, together with the medication in its original packaging, with the dosage regime clearly printed on the outside, together with the child's name.

Supporting pupils with medical conditions

- In making the arrangements, the Academy will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. Where this is the case, school staff will keep under review the need to involve the Emotional Health Service or Educational Psychology Service to work with the pupil as appropriate. The Academy also acknowledges that some medical conditions will be more obvious than others. We therefore aim to ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.
- The Academy will endeavour to make sure that arrangements give parents/carers and pupils confidence in its ability to provide effective support for medical conditions in school.
- The arrangements will demonstrate an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- The school will ensure that staff members are properly trained to provide the support that pupils need. Suitable training should have been identified during the development or review of individual healthcare plans. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed. The relevant healthcare professional should normally lead on identifying and agreeing with the type and level of training required, and how this can be obtained. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications, preventative and emergency measures.
- A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse (where allocated to an individual pupil), can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication (see staff training template at Appendix F).
- The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.
- The school will ensure that arrangements are clear and unambiguous about the need to support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so, unless it would not be in their best interest owing to their health needs.
- The Academy will make arrangements including risk assessments for the inclusion of pupils in such activities, with any adjustments, as required; unless evidence from a clinician such as a General Practitioner (GP) states that this is not possible.

- Please refer to our Accessibility Plan for additional information on how we will support children with accessibility needs.
- The Academy will ensure that no child with a medical condition is denied admission or prevented from attending because arrangements for their medical condition have not been made.
- However, in line with our Safeguarding duties, the Academy will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. The school will therefore not accept a child in school or on educational visits at times where it would be detrimental to the health of that child and/or others.
- Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff members are aware of emergency symptoms and procedures.
- Other pupils should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- It may be necessary to make special arrangements for a pupil on reintegration, following illness; or whenever a pupil's needs change, including arrangements for any staff training and support.
- If a pupil with a long-term medical condition transfers to another school, arrangements will be made, in consultation with parents/carers, to ensure that all the relevant information is communicated to the new school.

5. Individual Health Care Plans (IHPs)

The aim is to capture the steps which the Academy should take to support and help the pupil manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the Academy. Please refer to the flow chart at Appendix A.

The responsibility for over-seeing the support for pupils with medical conditions has been delegated to the SENCo, working alongside the Headteacher. This duty is carried out in conjunction with the parent(s)/carer(s), the School Nurse (where allocated to an individual pupil), and any other Healthcare Professionals involved in providing care to the pupil. Whenever appropriate, the pupil should also be involved.

It is the responsibility of **all** members of staff supporting the individual child to ensure that the Individual Health Care Plan is followed.

Individual Health Care Plans:

- help to ensure that the Academy effectively supports pupils with medical conditions.
- will capture the key information and actions that are required to support the pupil effectively.
- will vary in detail from pupil to pupil depending on the complexity of the child's condition and the degree of support needed.
- provide clarity about what needs to be done, when and by whom.
- are often essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention may be needed.
- are helpful in the majority of other cases, especially where intervention may be needed or where medical conditions are long term and complex.
- should mention if a pupil has, in addition, special educational needs.
- will be easily accessible to all who need to refer to them, while preserving confidentiality.
- should be taken on all school outings and off-site activities.
- are reviewed annually, or when a child's needs change.

However, not all children will require one. The Academy, Healthcare Professionals and Parent/Carers should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view.

6. Following Notification of a Short-term Medical Condition

Occasionally, pupils have a short-term medical condition such as earache or a sore throat, and are well enough to attend school, but may still be taking a course of medication.

If medication is required during the school day, then a parent or carer will be required to complete a consent form (see template at Appendix C) at the same time as handing in the medicine to the School Office.

7. Policy for managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parents/carers written consent except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents/carers. In such cases,

every effort should be made to encourage the pupil to involve their parents/carers while respecting their right to confidentiality.

- A pupil under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- We will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips
- All medication is sent home with pupils at the end of the school year. Medication is not stored over the Summer Holidays.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. We will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school (see template at Appendix D).

8. Record keeping

- Written records must be kept of all medicines administered to pupils (see template at Appendix E).
- Records offer protection to staff and pupils and provide evidence that agreed procedures have been followed.
- Parents/carers should be informed if their child has been unwell at school.

9. What to do in an emergency:

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below (see template at Appendix G, copies to be displayed in the school office).

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

- a. your telephone number
- b. your name
- c. your location as follows **The Kingston Academy, Richmond Road, Kingston Upon Thames, Surrey**
- d. state what the postcode is **KT2 5PE**
- e. provide the exact location of the patient within the school
- f. provide the name of the child and a brief description of their symptoms
- g. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- h. put a completed copy of this form by the phone

If a pupil needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

10. Unacceptable Practice

Although Academy staff should use their discretion and judge each case on its merits with reference to a pupil's Individual Healthcare Plan (IHP), it is not generally acceptable practice to:

- Prevent pupils 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 pupil or their parents/carers; or ignore medical evidence or opinion (although this may be challenged).
- Send pupils with medical conditions home frequently 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 unaccompanied or with someone unsuitable.
- Penalise pupils for their attendance record when their absences are related to a medical condition and these absences can be explained and authorised e.g. through hospital appointment letters
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

- Require parents/carers, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including toileting issues. No parent/carer should have to give up working because the Academy is failing to support their child's medical needs.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany the child.

11. Complaints

Should parents/carers or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the SENCo or Headteacher. If, for whatever reason, this does not resolve the issue, a formal complaint may be made using our complaints procedure, details of which are set out in the Complaints and Suggestions Policy.

This policy will be reviewed annually by a member of the senior leadership team and the Kingston Educational Trust's Pupil Welfare and Community Committee.

Approved and adopted on 6 September 2017

The next review is due September 2018

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Date: 2017
Sophie Cavanagh, Head teacher

Signed:.....

Date: 2017
Peter Mayhew-Smith, Chair Kingston Educational Trust

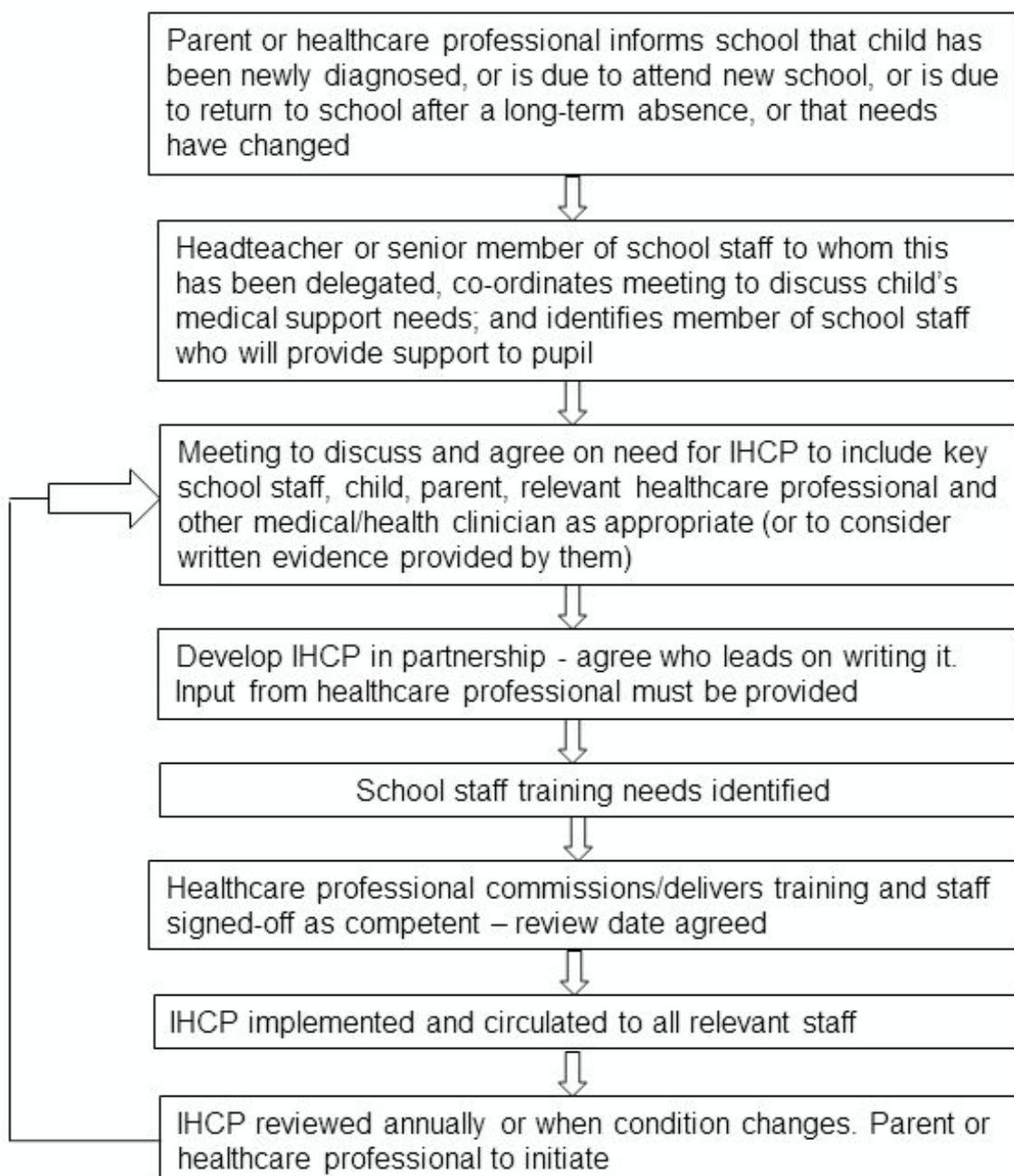
Appendices

- A: Individual healthcare plan flowchart
- B: Individual healthcare plan
- C: Parental agreement for The Kingston Academy to administer medicine
- D: Record of medicine administered to an individual child
- E: Record of medicine administered to all children
- F: Staff training record – administration of medicines

G: Contacting emergency services

H: Model letter inviting parents/carers to contribute to individual healthcare plan development

Appendix A: Individual Healthcare Plan Flowchart



Appendix B Individual Healthcare Plan

	The Kingston Academy
Pupil's name	
Form Group	
Date of birth	
Pupil'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.	

Supporting pupils with medical conditions

Who in the Academy needs to be aware of the pupil's condition and the support required

Who is responsible for providing support in school, their training needs, expectations of their role and confirmation of their proficiency to provide support from a healthcare professional and cover arrangements for when they are unavailable

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues eg crowded corridors, travel time between lessons

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

Daily care requirements, including testing, access to food and drink (where this is used to manage their condition), dietary requirements

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

Arrangements for school visits/trips etc that will ensure the pupil can participate, such as risk assessments

Other information (if a child is self-managing their medication, this should be stated with appropriate arrangements for monitoring)

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

--

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

Appendix C: Parental Agreement for The Kingston Academy to Administer Medicine

The Kingston Academy will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of child	
Date of birth	
Form Group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – 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 The Kingston Academy staff administering medicine in accordance with the school’s medicine policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Appendix D: The Kingston Academy Record of Medicine Administered to an Individual Child

Name of child	
Date medicine provided by parent	
Form Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
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Supporting pupils with medical conditions

Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix F The Kingston Academy Staff training record – administration of medicines

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

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [insert time period].

Trainer’s signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Appendix G: contacting emergency services

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

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

1. your telephone number
2. your name
3. your location as follows **The Kingston Academy, Richmond Road, Kingston Upon Thames**
4. state what the postcode is: **KT2 5PE**
5. provide the exact location of the patient within the school
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

Appendix H: Model letter inviting parents/carers 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/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 judgments 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.

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