



Lumen Academy

Embrace Educate Empower

Medical Needs Policy

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Document History

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CONTENTS

Aim	2
Consultation	2
Staff awareness & training	3
General Emergency Procedures	3
Administering Medication	4
Storing Medicines in Academy	5
Safe disposal	6
Record Keeping of Medical Protocols	6
Medical Protocols.....	7
Storage and access to Medical Protocols.....	7
Use of Medical Protocols.....	8
Consent to administer medicines.....	8
Educational Trips and visits	8
Other record keeping	8
An inclusive academy environment for children with medical conditions	8
Physical environment	8
Social interactions	8
Exercise and physical activity	9
Education and learning	9
Reducing or eliminating common triggers that can exacerbate medical conditions	9
Policy for the use of emergency salbutamol inhalers in academies.....	10
Policy Summary	10
How To Recognise An Asthma Attack	10
Procedure for supply, storage, care and disposal of the inhaler	11
Procedure for use of an emergency inhaler	11
Infection Control	12
Roles and Responsibilities	
Academy Governors.....	17
Senior Leadership Team	17
The Primary First Aider	18
All academy staff	18
Parents*	19
Complaints	20

Aim

Lumen Academy is an inclusive community that aims to support and welcome students with medical conditions. We aim to provide all students with medical conditions the same opportunities as others at the academy.

At Lumen Academy, we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to students in the event of an emergency and feel confident in knowing what to do in an emergency.

Students with medical conditions are encouraged to take control of their condition and the academy will make every effort to ensure that they are confident in the support they receive to help them do this. We aim to include all students with medical conditions in all academy activities and there will be an expectation that medical intervention in academy time should be minimised to ensure full access to the offered curriculum.

At Lumen Academy, we understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this academy and receive information on the impact this can have on students.

Consultation

Lumen Academy have consulted on the development of this policy with a wide range of key stakeholders These key stakeholders include:

- Students with medical conditions
- Parents/carers
- External School Nurse Service
- Senior Leadership Team
- Trained First Aid Staff
- Advisory Board

Lumen Academy recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

Students will be informed and regularly reminded about the Policy on Supporting Students with Medical Conditions:

- Through the mentoring Programme
- In Personal Development

Parents/ Carers will be informed and regularly reminded about the Policy on Supporting Students with Medical Conditions by:

- signposting access to the policy at the start of the academy year, when communication is sent out;
- signing access to the policy if a student enrolls mid-year;
- via the academy website.

Academy staff will be informed and regularly reminded about the Policy on Supporting Students with Medical Conditions:

- through regular updates at staff meetings and at other times during the year;
- at scheduled medical conditions training;
- through academy-wide communication about results of the monitoring and evaluation of the policy.

Staff awareness & training

Staff will be made aware of the most common serious medical conditions at this academy and they will understand their duty of care to students in the event of an emergency. In an emergency situation, academy staff are required (under common law duty of care) to act like any reasonably prudent parent; this may include administering medication.

- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a student taking medication, unless they have been specifically contracted to do so.
- Staff who work with groups of students at this academy receive training and know what to do for the students in their care with medical conditions. Training will be refreshed for all staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at this academy, will be displayed in prominent locations for all staff.
- This academy uses Medical Protocols to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need medical assistance.
- Medical Protocols are stored centrally and are accessible by all staff. **(TBM when we have students who need this)**

Principal agrees the policy and regularly review it.

General Emergency Procedures

We have 2 qualified staff with a First Aid at Work certificate. These are Monika Sethi and Jennie Thompson. There are also 2 other members of staff trained in Emergency First Aid at Work. They are based around the academy and be contacted immediately via mobile phone.

The management will ensure that at least one first aider is always present on site. In the case of a first aider leaving the academy's employment, a further member of staff will be trained to administer first aid.

A fully-stocked first aid kit can be found in the reception on the ground floor with additional first aid kits in the Food and Teach room on the first floor, and in the construction office on the ground floor. All first aid supplies are checked half-termly and replenished as necessary and items are safely discarded when out of date.

Lumen Academy does not have an automated external defibrillator (AED) on site. The nearest available equipment is situated in the Town Hall, opposite to Lumen Academy.

Lumen Academy will ensure that all staff know what action to take in the event of a medical emergency. The nearest Accident and Emergency unit is at the George Elliot Hospital. This can be accessed by Heath Road. The full address is College Street, Nuneaton CV10 7DJ. It is approximately 1.3 miles from the academy, and it would take approximately 4 – 5 minutes to travel to the hospital in a non-emergency vehicle. In case of a medical emergency, staff will dial 999 and contact parents/carers as soon as possible to notify them of the situation. If a student or member of staff requires to be taken to hospital, they will be accompanied by a First Aider who will remain with them until a parent/carer arrives.

A copy of the student's Medical Protocol is sent to the emergency care setting with the student when required. The following procedures are also in place at Lumen Academy:

- New staff and supply staff are inducted into academy processes.
- Action to take in a general medical emergency is displayed in prominent locations for staff. (TBD)

Administering Medication

All students at Lumen Academy with medical conditions can access their medication via the qualified staff members in Administering Medicines, Ms M Sethi and Mrs J Thompson. Students will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition. This will only be administered under the supervision of a trained first aid member of staff at the academy - even if the student can administer the medication themselves.

The Administering Medicines trained staff will create an individual healthcare plan for any student with a diagnosed medical condition. All

medical information relating to students will be shared with all core staff.

All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to students. All medication at Lumen Academy is kept in the reprographics rooms, or with the individual student (in the case of inhalers or EpiPens).

When a student is off-site, their medication will be carried by a fully trained member of staff, in Administering Medicines, who will be available to support administration of the medicine. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive a copy of the student's specific medical protocol which lists information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.

On enrolment, parents/carers will be required to complete a medical consent form allowing our staff to administer prescribed medication and first aid where appropriate. It is the responsibility of parents/carers to notify the academy of any medical condition or special requirement affecting their child as soon as possible.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. If a trained member of staff (who is usually responsible for administering medication) is not available, the academy makes alternative arrangements to provide the service.

When a member of staff administers medication, it will be entered onto the Daily Medication Record for regular medication (such as ADHD medication).

Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the academy immediately.

If a student refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.

Storing Medicines in Academy

The qualified staff in Administering Medicines ensures the correct storage of medication at the academy. Medication is stored in accordance with instructions, paying particular note to temperature.

All controlled drugs are kept in a secure cupboard in the Medical Room Reprographics room and only First Aid trained staff have access.

Any medication which students/parents bring onto the academy site must be handed to trained first aider who will enter the details onto a schedule.

Each half term, staff qualified in Administering Medicines, checks the expiry dates for all medication stored at academy. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students (construction office)

All medication is sent home with students at the end of the academy year. Medication is not stored on site during the summer holidays.

It is the parent's responsibility to ensure new and in -date medication comes into academy on the first day of the new academic year.

Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- Sharps boxes are used for the safe disposal of needles/ sharps. Sharps boxes are returned to named GP for individual student, when full.
- Any medication not returned at the end of the academic year is taken to the pharmacy by the qualified Administering Medicines staff member and disposed of appropriately, with 2 signatures to approve.

Record Keeping of Medical Protocols

Parents at Lumen Academy are asked if the student has any health conditions or health issues on the enrolment form, which is filled out when they start at the academy. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms. All accidents and near misses must be reported to First Aider(s), who will ensure that an accident form is completed.

Medical Protocols

Lumen Academy produces a student specific Medical Protocol to record important details about individual student's medical needs at academy, e.g. their triggers, signs, symptoms, medication and other treatments.

Medical Protocols are collated by First Aider(s) in conjunction with:

- Students with medical conditions
- Parents /Carers
- External School Nurse Service
- Specialist medical team (when necessary) On-going communication and review of Medical Protocols
- Parents/carers are regularly asked to update information on the student's Medical Protocol. For example: if there has been a medical emergency or if there have been changes to their symptoms or their medication and treatments change.
- First Aider will contact parents to check that information held by the academy on a student's condition is accurate and up to date.
- Every student with a Medical Protocol at this academy has their protocol discussed and reviewed at least once a year.

Storage and access to Medical Protocols

- Parents are provided with a copy of the student's current agreed Medical Protocol.
- Medical Protocols are kept in a secure central location on the academy's intranet accessible by all staff.
- Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Medical Protocols. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of students have access to the Medical Protocols of students in their care.
- When a member of staff is new to a student group, for example due to staff absence, the academy makes sure that they are made aware of (and have access to) the Medical Protocols of students in their care.
- The academy ensures that all staff protect student confidentiality.
- The academy seeks permission from parents to allow the Medical Protocol to be sent ahead to emergency care staff, should an emergency occur during academy hours or at an academy activity outside the normal academy day.
- This academy seeks permission from the parents before sharing any medical information with any other party.

Use of Medical Protocols

Medical Protocols help the academy to effectively support students with medical conditions in accessing the curriculum and wider academy life at Lumen Academy. Where a child is absent for over 15 days due to illness the academy will consider reviewing or setting up a Medical Protocol with academy nursing/ GP. The aim of this review is to promote student's attendance and engagement in academy and maximise their access to the curriculum.

Consent to administer medicines

If a student requires regular prescribed or non -prescribed medication at academy, parents/carers are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

Educational Trips and visits

- All parents/carers of students with a medical condition attending an academy trip are asked for consent, giving staff permission to support administration of medication
- A discussion is held with the parent/carer about how the medical condition will be managed whilst on the trip.

Other record keeping

- Lumen Academy keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible
- Separate risk assessments are completed for all offsite activities and special events.

An inclusive academy environment for children with medical conditions

Physical environment

Lumen Academy is committed to providing a physical environment that is accessible to students with medical conditions; this includes academy trips and journeys.

Social interactions

- The academy ensures the needs of students with medical

conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

- All staff at the academy are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the academy's anti-bullying and behaviour management policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons and group time to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

- This academy understands the importance of all students taking part in sports, games and activities.
- The academy ensures staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- The academy ensures staff understand that students should not be forced to take part in an activity if they feel unwell.
- Staff are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- The academy ensures that staff are aware of the potential triggers for students' medical conditions when exercising, and how to minimize these triggers.

Education and learning

- Lumen Academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a student is missing a lot of time at academy, has limited concentration or is frequently tired, all staff at this academy understand that this may be due to their medical condition.
- All staff at Lumen Academy are aware of the potential for students with medical conditions to have Special Educational Needs (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to their mentor for Behaviour and Learning attitude.

The mentor will consult with the student, parents/carers and healthcare professionals to ensure the effect of the student's condition on their school work is properly considered.

Reducing or eliminating common triggers that can exacerbate medical conditions

Lumen Academy is committed to reducing the likelihood of medical

emergencies by identifying and reducing triggers both at the academy and on out-of-school visits.

- First Aid staff have been given training on certain medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- Academy staff are aware of potential triggers for the common medical conditions at the academy.
- The academy uses Student Specific Medical Protocols to identify individual students who are sensitive to particular triggers. The academy has a detailed procedure to ensure these individual students remain safe during all lessons and activities throughout the academy day.
- The academy reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the academy's policy and procedures are implemented after each review.

Policy for the use of emergency salbutamol inhalers in academies

Policy Summary

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow academies to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by students, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available.

Academies are not required to hold an inhaler; this is a discretionary power enabling academies to do this if they wish. Academies which choose to keep an emergency inhaler should establish a policy or protocol for the use of the emergency inhaler that sets out how and when the inhaler should be used. This will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.

How To Recognise an Asthma Attack

The signs of an asthma attack are:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the student could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Inability to talk or complete sentences. Some students may be very quiet.

- May try to tell you that their chest ‘feels tight’ (younger students may express this as tummy ache)

What To Do in the event of an Asthma Attack

- Keep calm and reassure the student
- Encourage the student to sit up and slightly forward
- Use the student’s own inhaler – if not available, use the emergency inhaler. Remain with the student while the inhaler and spacer are brought to them
- Immediately support the student to take two puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the student. Stay with the student until they feel better. The student can return to academy activities when they feel better
- If the student does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive within 10 minutes give another 10 puffs in the same way.

Procedure for supply, storage, care and disposal of the inhaler

Supply

First Aider will request that parents supply a spare inhaler for each student, which will be kept securely in the medical cupboard, clearly marked with student’s name. To obtain an ongoing supply of emergency inhalers, First Aider will contact a supplier. The supplier will need a request signed by the Principal stating:

- the name of the academy for which the product is required
- the purpose for which that product is required
- the total quantity required

The emergency kit

The emergency asthma inhaler kit will include:

- a salbutamol metered dose inhaler
 - a plastic spacer compatible with the inhaler
 - instructions on using the inhaler and spacer/plastic chamber
 - instructions on cleaning and storing the inhaler
 - manufacturer’s information
 - a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
 - a note of the arrangements for replacing the inhaler and spacers

- a list of students permitted to use the emergency inhaler

11

Storage and care of the inhaler

First Aiders are responsible for keeping the emergency salbutamol inhalers stored safely within the medical cupboard and accessible to First Aid trained staff. First Aiders will also ensure that:

- on a monthly basis the inhaler and spacers are present and in working order and the inhaler has sufficient number of doses available.
- that replacement inhalers are obtained when expiry dates approach.
- the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

Disposal

Used inhalers are either:

- returned home with students for parents to dispose of
- taken to a pharmacy for safe disposal

Procedure for use of an emergency inhaler

The emergency salbutamol inhaler should only be used by students:

- who have been diagnosed with asthma, and prescribed a reliever inhaler
- who have been prescribed a reliever inhaler
- for whom written parental/carer consent for use of the emergency inhaler has been given.

This information should be recorded on a student's Medical Protocol

Procedure for Supporting Students with Special Dietary Requirements.

Lumen Academy recognises that special diets are a very important part of our catering provision in the academy. Special diet procedures are essential to ensure that the needs of each individual student can be met. It is crucial that this process is a combined approach between the student, parent/guardian, academy staff, relevant health professions and catering staff.

The parent/ carer has a responsibility to:

- inform the academy if a student has an allergy or intolerance
- fill in a Special Dietary Request Form
- provide supporting medical evidence from relevant health professionals

The academy has a responsibility to:

- discuss student specific needs with student/ parent carer

12

- ensure students with special dietary requirements have a Medical Protocol
- ensure all relevant staff are aware of special dietary requirements
- provide a range of suitable food to meet special dietary requirements.

Infection Control

At Lumen Academy all staff should encourage good standards of personal hygiene. This is supported by appropriate education for our students during Personal Development lessons. The site staff will clean the academy building and surrounding area to a high standard. Should an outbreak of sickness and diarrhoea occur, staff or students showing signs of illness will be sent home and advised not to return to school until 48 hours after all symptoms have passed.

PPE is provided for the safe collection and disposal of bodily fluids – aprons, sacks and gloves can be found in the medical cupboard. Any spillage of bodily fluids will be thoroughly cleaned as soon as possible. Cuts and grazes should be covered with a waterproof plaster.

For further information please follow the link below.

<https://www.publichealth.hscni.net/sites/default/files/2024-09/A2%20Schools%20poster%20to%20fold%202024.pdf>

Roles and Responsibilities

Lumen Academy works in partnership with all interested and relevant parties including the academy's Advisory Board, all academy staff, students, parents and healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the policy for Supporting Students with Medical Conditions at the academy. These roles are understood and communicated regularly.

Principal

The Principal ensures that:

- A Policy for Supporting Students with Medical Conditions in the Academy is developed and implemented.
- A student with a medical condition is supported to enable the fullest participation possible in all aspects of academy life.
- Sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.

- Staff receive annual updates regarding the effective working of the policy, including numbers of students and key issues arising from Medical Protocols and training provided.

13

Senior Leadership Team

The Senior Leadership Team ensures that:

- The academy is inclusive and welcoming and that the Policy for Supporting Students with Medical Conditions in Academy is in line with local and national guidance and policy frameworks
- The policy is actioned, with good communication of the policy to all.
- Every aspect of the policy for Supporting Students with Medical Conditions is maintained
- The information held by the academy is accurate and up to date and that Medical Protocols are shared effectively.
- Student confidentiality is maintained.
- The training and development needs of staff are assessed, and arrangements are made for these to be met.
- All supply teachers and new staff are familiar with the Supporting Students with Medical Conditions in the Academy policy.
- First Aiders are managed effectively.

First Aider /Administering Medicines trained staff

First Aiders ensure that:

- The medical cupboard is maintained effectively.
- All Medical Records including the Medical Log; Accident Log; and Medical Protocols are up to date.
- There is effective communication with parents/carers including informing them if a student has been unwell at academy.
- All medication and medical devices are labelled with student's full name, expiry date, storage instructions and medical information.
- The expiry date of any medication is recorded and checked regularly.
- All out of date medication is disposed of safely / returned to parents.
- Students who carry their medication with them, have it when they go on an academy visit or out of the classroom.
- Medical Protocols are monitored and reviewed at least once a year, with input from students, parents, carers, staff and external stakeholders and updated if required, according to review recommendations and recent local and national guidance and legislation.
- Immediate help is given to casualties with common injuries or illnesses and those arising from specific hazards with the academy.
- If there is a concern that a student is under the influence of drugs or alcohol the student will be monitored closely and parents/carers will be contacted to collect them.

- An ambulance or other professional medical help is called when required.

14

All academy staff

All staff at Lumen Academy have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- understand the Supporting students with medical condition in academy policy.
- know which students in their care have a medical condition and be familiar with the content of the student's Medical Protocol.
- be alert to any student that may appear under the influence of drugs or alcohol.
- allow all students to have immediate access to their emergency medication.
- be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell).
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- ensure students who have been unwell catch up on missed academic work.
- be aware that medical conditions can affect a student's learning and provide extra help when students need it.

Parents*

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

The parents of any student at Lumen Academy have a responsibility to:

- inform the academy if the student has a medical condition.
- ensure the academy has a complete and up-to-date medical information for the student.
- inform the academy about the medication the student requires during school hours.
- inform the academy of any medication the student requires while taking part in school visits and other out-of-school activities.
- tell the academy about any changes to the student's medication: what they take, when and how much.
- inform the academy of any changes to the student's condition.
- provide the academy with appropriate spare medication.

The DfE guidance 2014 lists the following unacceptable practices. The academy

15

notes these issues and notes that it is important that there is a dialogue between the academy and parents so that the parent feels confident in the process. This academy considers it to be unacceptable practice to:

- prevent any student from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assume that every student with the same condition requires the same treatment.
- ignore the views of the student, or their parents, or ignore medical evidence or opinion, (although this may be challenged).
- send students with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their student specific Medical Protocol.
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- insist parents attend the academy to administer medication or provide medical support to their child, including with toileting issues.
- prevent students from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips.

Complaints

Should parents be unhappy with any aspect of their child's care at Lumen Academy, they should discuss their concerns with the academy. This should be with the SENCO in the first instance. If this does not resolve the problem or allay concern, the problem should be brought to the attention of the

Reviewed By:

Monika Sethi

September 2024

Next Review Date:

September 2025

Approved by Director:

3rd September 2024

Signed:



Monika Sethi
Principal and Director



Department
for Education

Templates

Supporting pupils with medical conditions

Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

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: 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 <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/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

Template C: record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 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

C: Record of medicine administered to an individual child (Continued)

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			

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

Template E: staff training record – administration of medicines

Name of school/setting

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 [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Template F: 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 Lumen Academy, Warwick House, Coton Road, Nuneaton CV11 5TL
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code **(CV11 5TQ)**
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 G: 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