

# ALSTON MOOR FEDERATION

## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY AND PROCEDURES

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Letter: Notification to parents of emergency salbutamol inhaler use

## 1 Definitions

For the purposes of this document a child, young person, pupil, or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g., carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

Wherever the term 'school' is used this also refers to academies and Pupil Referral Units (PRU) and references to Governing Bodies include Proprietors in academies and the Management Committees of PRUs and will usually include wrap around care provided by a setting such as After School Clubs and Breakfast Clubs.

## 2 Statement of Intent

The governing body of Alston Moor Federation has a statutory duty (under section 100 of the Children and Families Act 2014), to ensure arrangements are in place to support pupils with medical conditions.

The aim of this Policy and procedures is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education including physical education, schools sports, and physical activity (PESSPA), and achieve their academic potential. It is based on the Department for Education (DfE) document '*Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*', will be reviewed regularly, and made accessible to pupils, parents, staff, and other adults as appropriate.

This school is committed to ensuring parents feel confident that effective support for their child's medical condition will be provided and that their child will feel safe at school.

We recognise that there are also social and emotional implications associated with medical conditions and that pupils can develop emotional disorders, such as self-consciousness, anxiety, and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. This school has a duty to comply with the Act in all such cases.

Some pupils with medical conditions may also have Special Educational Needs and/or Disabilities (SEND) with an Education, Health, and Care (EHC) plan in place bringing together provision to manage all of them. For these pupils, this Policy should be read in conjunction with our SEND Policy and the DfE statutory guidance document '*Special Educational Needs and Disability: Code of Practice 0-25 Years*'.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils, and their parents.

### **3 Organisation**

#### **3.1 The governing body**

The whole governing body and not any one person is legally responsible and accountable for fulfilling the statutory duty to make arrangements to support pupils with medical conditions in school. Governors will ensure that:

- Pupils with medical conditions can access and enjoy the same opportunities as any other pupil.
- No pupil with a medical condition is denied admission because arrangements to manage their medical condition have not been made.
- No pupil's health is put at unnecessary risk and will reserve the right not to accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so e.g., when the pupil has an infectious disease.
- Work with the LA, health professionals, commissioners, and support services to ensure that pupils with medical conditions receive a full education is effective.
- Pupils are reintegrated effectively following long-term or frequent absence.
- The focus is on the individual needs of each pupil and what support is required to support them.
- Parents/carers and pupils can be confident in the school's ability to provide effective support.
- All members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Policies, plans, procedures, and systems are properly and effectively implemented.

Our Lead Governor for supporting pupils at this school with medical conditions is Pat Sharples

#### **3.2 The Head teacher**

The Head teacher has a responsibility to ensure this Policy is developed and implemented effectively with partners. They have overall responsibility for the development of IHCPs and will implement arrangements to ensure that:

- this Policy is effectively communicated and implemented with all stakeholders.
- all staff are aware of this Policy and procedures and understand their role;
- enough staff are trained and available to implement this policy, carry out the procedures, and deliver against all individual healthcare plans (IHCPs), including in emergency situations;
- staff are appropriately insured and aware of the insurance arrangements;
- recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported are considered;
- there is a named person (usually the SENDCo) who will liaise with the LA, parents, and other professionals in relation to children with health needs;
- professional medical support is sought where a pupil with a medical condition requires support that has not yet been identified.

### **3.3 School staff**

Every member of school staff:

- may be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so;
- should consider the needs of pupils with medical conditions in their lessons or other work when managing risks or when deciding whether or not to volunteer to administer medicines;
- will receive enough training to achieve the required level of competency before taking specific responsibility for supporting pupils with medical conditions;
- will know the signs when a pupil with a medical condition needs help and what to do in response.

### **3.4 Pupils**

Pupils with medical conditions are often best placed to provide information about how they affect them. All pupils should:

- be fully involved in discussions about their medical support needs if they have any;
- contribute to the development of their IHCP, if they need one, and follow it;
- be sensitive to the needs of all pupils with medical conditions.

### **3.5 Parents and carers**

Parents and carers are key partners in the success of this Policy and should:

- notify the school if their child has a medical condition;
- provide enough up-to-date information about their child's medical needs;
- be involved in the development and review of their child's IHCP;
- carry out any agreed actions in the IHCP;
- ensure that they, or another nominated adult, are contactable at all times.

### **3.6 School nurses**

The school nursing service should:

- notify school at the earliest opportunity, when a pupil has been identified as having a medical condition requiring support in school;
- support staff to implement IHCPs and provide advice and training;
- liaise with lead clinicians locally on appropriate support for pupils with medical conditions.

### **3.7 Integrated Care Boards (ICBs)**

The role of ICBs is to:

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

### **3.8 Other healthcare professionals**

Other healthcare professionals, including GPs and paediatricians should:

- notify the school nurse when a child has been identified as having a medical condition that will require support at school;
- provide advice on developing IHCPs;
- provide or signpost the provision of relevant specific support in the school for children with particular conditions, e.g., asthma, diabetes, anaphylaxis, and epilepsy.

### **3.9 Providers of health services**

Providers of health services will need to cooperate with school, including ensuring good communication, liaising with the school nurse and other healthcare professionals, and participating in outreach training.

### **3.10 Local authorities**

Our Local Authority (LA):

- commissions school nurses for local schools;
- promotes co-operation between relevant partners;
- makes joint commissioning arrangements for education, health, and care provision for pupils with SEND;
- provides support, advice and guidance, and suitable training for school staff, ensuring that IHCPs can be effectively delivered;
- works with the school to ensure that pupils with medical conditions can attend school full-time.

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

### **3.11 Ofsted**

Ofsted inspectors will consider how well the school meets the needs of the full range of pupils, including those with medical conditions.

Key judgements are informed by the progress and achievement of pupils with medical conditions, alongside pupils with SEND, and also by pupils' spiritual, moral, social, and cultural development.

## **4 Arrangements and Procedures**

### **4.1 Notification that a pupil has a medical condition**

When the school is notified that a pupil has a medical condition that requires support in school, Claire Reed, SENDCo will be informed and will initiate the procedure described in the Flowchart: Developing an IHCP.

For a pupil starting at this school in the ordinary September intake, arrangements will be in place before they arrive and will be informed by their previous educational and/or care setting (if any).

For a pupil who joins this school mid-term or is an existing pupil with a new diagnosis, we will work to ensure arrangements are put in place within two weeks.

For pupils leaving this school to attend another educational setting, we will appropriately inform the setting they are moving to of the pupil's needs during the transition process.

School does not have to wait for a formal diagnosis before providing support to a pupil because in some cases their medical condition may be unclear or there may be a difference of opinion. The Head teacher will make judgements based on all available evidence (including medical evidence and consultation with parents or carers).

## **4.2 School attendance and re-integration**

After a period of absence through ill health, hospital education or other alternative provision there will be period of re-integration which will vary for each child, but in principle we will:

- have an early warning system to inform the LA when a child becomes at risk of missing education for 15 days in any one school year due to their health needs e.g., our regular attendance reviews informed by our knowledge of pupils' potential vulnerabilities;
- take steps to facilitate a child successfully staying in touch with school while they are absent e.g., email, newsletters, invitations to school events, approved and supervised phone, video chat or other direct contact by classmates or staff;
- plan for consistent provision during and after a period of education outside school and who/what services we have available to support us to do this - for example in what ways can we ensure the absent child can access the curriculum and materials that he or she would have used in school;
- work with the LA to set up an individually tailored reintegration plan for each child that needs one, actively seeking extra support to help fill any gaps arising from the child's absence;
- make any *reasonable* adjustments to provide suitable access for the child as required under equalities legislation.

We will also consider the emotional needs of children who require re-integration and that such re-integration may not always be as a result of an absence but could be as the result of a serious or embarrassing incident at school.

## **4.3 Individual Healthcare Plans (IHCP)**

The school, healthcare professionals and parents or carers will agree, based on evidence, whether an IHCP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Head teacher makes the final decision.

The IHCP is a working document that will help school effectively support a pupil with a medical condition. It will provide clarity about what needs to be done, when and by whom and aims to capture the steps which school should take to help the child manage their condition and overcome any potential barriers to get the most from their education. It will focus on the child's best interests and help ensure that this school can assesses and manage identified risks to their education, health and social wellbeing and minimise disruption.

An IHCP will cover:

- the medical condition, its triggers, signs, symptoms, and treatments;
- the pupil's needs, including medicine (dose, side-effects, and storage) and other treatments, time, facilities (privacy, shower, sleep), equipment (glucose testing, AAI's etc.), access to food and drink (when used to manage a condition), dietary requirements, and environmental issues (dust, pollen. crowds, distance between lessons etc.);

- specific support for the pupil's educational, social, and emotional needs e.g., 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 etc.;
- the level of support needed, including in emergencies;
- whether a child can self-manage their medicine and how this can be supported;
- who will provide necessary support, their training needs, expectations of their role, and confirmation of their proficiency to carry it out effectively;
- cover arrangements for when named supporting staff 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 medicines to be administered by a member of staff, or self-administered by the pupil during school hours or activities,
- arrangements for written permission from parents and the Head teacher for the school supply of emergency salbutamol or adrenaline to be administered by a member of staff, or self-administered by the pupil in an emergency during school hours or activities.
- separate arrangements or procedures required for school trips and activities 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 who to contact, and contingency arrangements.

If a child has an emergency health care plan prepared by their lead Clinician, it will be used to inform development of their IHCP.

IHCPs are easily accessible to those who need to refer to them, but confidentiality is preserved.

IHCPs are reviewed at least annually, when a child's medical circumstances change, or following an incident, whichever is sooner. When an IHCP update is made, the SENDCo should trigger a review of associated information e.g., school insurance arrangements if it is a new medical procedure, or the asthma register recording parental consent to administer the school's emergency inhaler if consent is newly given or withdrawn.

Where a pupil has an EHCP, the IHCP is linked to it or becomes part of it.

Where a child has SEND but does not have an EHCP, their SEND should be mentioned in their IHCP.

Where a child is returning from a period of hospital education, alternative provision, or home tuition, we work with the LA and education provider to ensure that their IHCP identifies the support the child needs to reintegrate (see section 4).

#### **4.4 Pupils managing their own medical conditions**

After discussion with parents, pupils who are competent to manage their own health needs are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHCP.



Where possible pupils will be allowed to carry their own medicines and relevant devices. If not, they will be able to access them quickly and easily.

If a pupil refuses to take a medicine or carry out a necessary procedure, staff will not force them to do so, but will follow the procedure agreed in the IHCP as well as inform parents. This may trigger a review of the IHCP.

If a pupil with a controlled drug passes it to another person for use, this is a criminal offence and appropriate disciplinary action will also be taken (see the School Behaviour Policy).

## 4.5 Training

Any member of school staff providing support to a pupil with medical needs will receive suitable training to fulfil their role. A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions except for aspects included through specific 'bolt on' training that the provider is competent to deliver e.g., use of adrenaline auto-injectors (AAI).

Staff will not undertake healthcare procedures or administer medicines without appropriate training.

Staff training needs will be assessed through the development and review of IHCPs, on a termly basis for all school staff, and when staff leave, or a new staff member arrives.

Through training, staff will have the competency and confidence to support pupils with medical conditions and fulfil the requirements of IHCPs. It will help them understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.

**All staff will undergo 'whole school awareness' training** on induction and regularly to be delivered at school during the September INSET day. It will cover:

- current school Policy on supporting pupils with medical conditions;
- the role of staff in implementing it;
- whether any of our pupils have been diagnosed with asthma, diabetes, anaphylaxis, epilepsy, or another medical condition they need support with, and our duty to be ready to support as yet undiagnosed pupils;
- how to spot a pupil experiencing an emergency;
- what to do in an emergency;
- how to find more information and resources.

**Staff who administer simple oral or topical medicines will undergo 'administration awareness' training** to be delivered at school before being asked to do so. It will cover:

- an awareness of school procedures around Fabricated or Induced Illness (FII);
- whether different procedures apply in different locations and where to find the written checklist displayed in each one;
- hygiene requirements e.g., washing hands before handling medicines, using a clean measuring device for oral medicine liquids, ensuring containers are clean before they are stored again; washing hands between each pupil if administering to more than one;
- pre-administration checks e.g., having the correct record sheet and checking the medicine has not already been administered, the child's identity, child's medicine (including that the dosage, frequency etc. on any IHCP matches the prescription label), expiry date of medicine, that storage instructions

have been adhered to (i.e., if it should be refrigerated that it was in the fridge) etc.;

- procedures for administration e.g., whether the child self-administers, the minimum assistance or supervision required (as described in the IHCP), what should be done with used administration devices (spoons, oral syringes, sharps etc.), what to do if something goes wrong or a child refuses a medicine etc.;
- recording procedures.

**Designated staff will undergo 'specific awareness' training** on induction to relevant tasks and regularly to manage a specified condition, administer complex medicines, or carry out medical procedures to be delivered by an appropriately competent healthcare professional.

We will look to ensure it covers:

- responding appropriately to a request for help from another member of our staff;
- administering the medicines or procedures;
- recognising when emergency action is necessary;
- making appropriate records; and
- ensuring parents are informed (see links to letters and the IHCP on the contents page).

If no other record of training is made, we will make one using Form B (see contents page for link).

The family of a child will often be key in providing relevant information about how a child's needs can be met. If families provide specific advice they will never be relied on as the sole source of advice.

#### **4.6 Supply staff**

Supply staff will be:

- provided with access to this policy and procedures;
- informed of all relevant medical conditions of pupils they will have a responsibility for;
- covered under the school's insurance arrangements.

#### **4.7 Managing medicines**

Medicines are only to be administered at school when we have been instructed to by a relevant medical professional or a parent or carer **and** it would be detrimental to the pupil's health or school attendance not to do so. Such medicines can be prescription or non-prescription.

Other policy decisions on the administration of medicines which staff must follow include that:

- Pupils under 16 must not be given prescription or non-prescription medicines without their parent's written consent, except when it has been prescribed without parents' knowledge. School will encourage the pupil to involve their parents while respecting their right to confidentiality.
- Pupils under 16 must not be given a medicine containing aspirin unless prescribed by a doctor.
- the NHS recommends that all children avoid all herbal medicines due to the dangers that the unregulated market poses to buyers, so they will not be administered by school staff without the agreement of a medical professional.

- Pain relief should not be administered without first checking maximum dosages and when the previous dose was taken. Every effort will be made to contact parents prior to administration, where necessary, to check this and to inform them that pain relief has been given.
- The repercussions of staff administering an underdose or overdose of a pupil's medicines to them should be identified from the patient information sheets that come with them and be specifically drawn to the attention of staff to include what they should do next if they are worried a mistake has been made.
- School can only accept medicines that are in-date, labelled, in the original container as dispensed by a pharmacist or sold over the counter and which contain instructions for administration, dosage and storage. Pre-loaded medicines like salbutamol cannisters and adrenaline or insulin auto-injectors must still be in date but can be accepted in the dispenser rather than the packaging.
- Parents must be informed any time medicines are administered that is not as agreed in an IHCP.
- All medicines must be stored safely, in their original containers and in accordance with their storage instructions. Medicines can be kept in a refrigerator containing food when in an airtight and clearly labelled container. Access to the fridge holding medicines is restricted and if large quantities will be kept, school will consider purchasing a suitable lockable fridge.
- Pupils should know where their medicines are at all times and are able to access them immediately, whether in school or off-site. Where relevant, pupils are informed of who holds the key to the relevant storage facility.
- When medicines are no longer required, they are returned to parents for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.
- The school asthma inhaler for emergency use is stored in the school office and their use is recorded. Inhalers are always used in line with medical guidance.
- The school adrenaline auto-injector for emergency use is stored in the school office and their use is recorded. AAIs are always used in line with medical guidance and specific training.
- Records must be kept of all medicines administered to individual pupils.

### ***Controlled drugs***

The supply, possession, and administration of some medicines e.g., methylphenidate (Ritalin) are strictly controlled by the Misuse of Drugs Act 1971 and its associated regulations and are referred to as 'controlled drugs'. They will be managed as follows:

- Delivered and collected daily by a parent or carer to or from a named member of staff unless this is unreasonable or managed by agreement through a home-to-school transport provider.
- Stored in a non-portable container which only named staff members have access; however, these drugs will be easily accessible in an emergency.
- Staff can administer a controlled drug to a pupil for whom it has been prescribed and they should do so in accordance with the prescription instructions and in front of a suitable adult witness.
- A record must be kept of the administration of controlled drugs in the same way as other medicines but with the legible signature/initials of the staff administering them and the witness.

## **4.8 Record keeping and retention**

School will keep a record of all medicines administered to pupils, stating what, how and how much was administered, when and by whom, with a note of any side effects experienced or refusal.

When a pupil has a course of or on-going medicine(s) they will have an individual record sheet for each medicine completed and signed by a parent when they deliver it (see contents page for link).

When a pupil's medicine is a controlled drug, their individual record sheets will allow for the signature of a second witness to the administration. Details of receipts and returns of the controlled drug will be accurately recorded on the administration record (see contents page for link).

When a pupil is given a medicine as a one-off e.g., pain relief, it will be recorded on a general record sheet along with such medicines administered to other children (see contents page for link).

To ensure that only eligible and appropriately identified pupils are given the school's emergency salbutamol asthma reliever inhaler and/or AAI, a register of such pupils will be kept in each emergency kit.

When a pupil is given the school emergency inhaler or school emergency AAI, it will be recorded on the relevant general record card in the relevant kit (see contents page for links to Forms E2 and E3). Parents should be informed about use of an asthma reliever inhaler using the Letter: Emergency Salbutamol Inhaler Use - see contents page for the link to a template with 3 slips to a page).

When a pupil has needed to use the school emergency AAI, parents will be informed immediately by telephone or another agreed instant communication method, and a record made.

Records relating to the administration of medicines by school staff are classed as school records as opposed to pupil records. Consent forms should be held in a separate file to the pupil file and can be held together. These consent forms should not be transferred to the next school or setting and is why they should be kept separate from the pupil personal file.

It is generally recommended that records for the administration of medicines signed by school staff should be held for 2 years from the date of the last entry on the sheet.

Individual child records of medicines administered by school staff, like Forms CD, D1, and D2, can be securely destroyed once the child has left the school and should be held in a file separate to the pupil's personal file. Again, these administration records should not be transferred to the next or subsequent school or other educational setting.

## **4.9 Emergency procedures**

Medical emergencies will be handled under the school's emergency procedures.

Where an IHCP is in place, it should detail:

- what constitutes an emergency; and
- what to do in an emergency.

Pupils will be involved in age and developmentally appropriate ways in our emergency procedures e.g., fetching help or equipment, and to increase

community awareness, build peer-to-peer resilience, promote leadership skills, and reduce stigma or bullying.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents or carers arrive. This may mean that they will need to go to hospital in the ambulance and may need support with arrangements for their own transport back to school or home.

#### 4.10 Salbutamol inhalers

Asthma is a long-term condition that affects the airways (the tubes that carry air into and out of the lungs) and usually causes symptoms such as coughing, wheezing, and breathlessness. As many as 1 in every eleven children has asthma. If someone with asthma comes into contact with one of their asthma triggers, it can make their symptoms worse and even bring on an asthma attack making it difficult to breathe.

Now that the Human Medicines (Amendment) (No.2) Regulations 2014 allow (but do not require) schools to keep a salbutamol asthma reliever inhaler for use in an asthma emergency, governors have decided that keeping a supply will currently benefit pupils significantly.

This school is committed to supporting pupils who have been diagnosed with asthma and has developed separate Asthma Management Procedures to be followed.

In summary:

- The administration of reliever inhalers will be carried out in accordance with staff training.
- An asthma register of all pupils prescribed a reliever inhaler will be kept [state location] and will be checked as part of initiating the emergency response.
- Where a pupil has been prescribed a reliever inhaler, this will be recorded on their IHCP with an indication of whether they can responsibly carry the device and self-administer it correctly.
- Whether use of a child's own asthma reliever inhaler should be recorded and reported to parents will be made clear in the IHCP/asthma plan.
- Consideration will be given to preventing and managing an asthma attack when planning all school activities on and off-site.
- School has 1 emergency salbutamol inhaler kits in the school office and procedures in place to administer, maintain, and dispose of them safely.
- **Our decision to hold an emergency asthma kit does not in any way release a parent from their absolute duty to ensure that their child attends school with a fully functional inhaler containing sufficient medicine for their needs.**
- A copy of the asthma register including consent to administer the school emergency salbutamol will be held with each school asthma emergency kit.
- Designated staff will be trained in how to administer the school emergency inhaler and other staff will be trained in how to seek their help in an asthma emergency.
- Parents will be informed whenever their child has used the school emergency inhaler.

#### 4.11 Allergens

Exposure to an allergen can cause an allergic reaction resulting in life threatening anaphylaxis where the resultant swelling can stop someone from

breathing. Allergens can be found in foods like shellfish, eggs, dairy etc., objects like dye in clothing, latex etc., insect stings and bites, or in the air like pollen, dust, mould, animal dander etc.

This school is committed to supporting pupils who have been diagnosed with an allergy and has developed separate Anaphylaxis Management Procedures to be followed.

#### **4.11.1 School meal and wrap around care providers**

Our kitchen staff assures us that they adhere to all allergen requirements and their staff are suitably trained and made aware of all potential allergens in the foods they provide. They have undertaken to:

- liaise directly with us and take the pupil IHCPs that we share into account when planning menus and allergen management;
- record the ingredients used in each dish to display in the food preparation area, or be readily available to all relevant staff, label foods they prepack, and keep a copy of the ingredient information on labels of pre-packed foods e.g., sauces, desserts etc.;
- keep ingredients in their original containers, or a copy of the labelling information in a central place, with each product suitably enclosed to prevent cross-contamination in storage;
- ensure allergen information is kept up to date e.g., if foods purchased are changed or products substituted.

Their recipes are analysed, and details of allergen contents is available from our kitchen team with each menu cycle.

Information is passed to kitchen team to make sure all dietary requirements and food intolerances are met and catered for. Children with food allergies have an IHCP which is shared as necessary to inform menus and practices.

When setting up or reviewing a child's IHCP, part of the process includes appropriate information sharing, such as dietary restrictions, with the kitchen team and others. Part of the educational visits planning process written into our risk assessment is to ensure dietary needs are addressed in advance and needs shared appropriately with third party providers like residential centres.

All food handlers receive suitable training on their first day of employment and before food handling duties commence in relation to managing food allergens to include:

- handling requests for allergen information;
- properly labelling all foods they prepack;
- how cross contamination can occur and how to prevent it;
- the signs and symptoms of an allergic reaction and what to do, and who to report to should this occur.

#### **4.11.2 Other food handlers**

Other potential food handlers (food technology, classroom baking, cookery club, nursery and other staff serving snacks and treats etc.), will be made aware of information about the Major Food Allergens, so they can take it into account when planning any food-related activities for children with known allergies. Staff are also trained to be alert to signs that a child may have a previously unknown allergy or has developed a new one.

Staff or volunteers working with food in play, the curriculum, or other school activities will receive sufficient instruction on and follow the good practice outlined in Section 4.11.1 above in managing exposure to allergens.

### **4.11.3 Steps to reduce anaphylaxis risks**

We seek the cooperation of the whole school community in implementing the following to reduce the risk of exposure to allergens.

- Bottles, other drinks, and lunch boxes provided by parents for children with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen, parents should check the appropriateness of foods by speaking directly to the catering manager. The child should also be taught to check allergen information with catering staff, before purchasing.
- Where we provide the food, our staff will be educated on how to read labels for food allergens and instructed about measures to prevent cross-contamination during the handling, preparation and serving of food. Examples include preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Food will not be given to food-allergic children without parental engagement and permission e.g., birthday parties, food treats.
- Trading and sharing of food, food utensils or food containers will be actively discouraged and monitored.
- Training will include that unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary allergen labelling suggesting a risk of contamination.
- Careful planning for the use of food in crafts, cooking classes, science experiments and special events (e.g., fetes, assemblies, cultural events) with adequate substitutions, restrictions or protective measures put in place (e.g., wheat-free flour for play dough or cooking), non-food containers for egg cartons.
- Careful planning for out-of-school activities such as sporting events, excursions (e.g., restaurants and food processing plants), outings or camps, thinking early about the catering requirements and emergency planning (including access to emergency medication and medical care).
- Careful planning for on-site and off-site activities involving potential exposure to other allergens like animal dander, latex, pollen etc.

### **4.12 Adrenaline Auto Injectors (AAI)**

Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. It usually develops suddenly, gets worse very quickly, and can be very serious if not treated quickly with adrenaline because the resultant swelling can stop someone from breathing.

Now that the Human Medicines (Amendment) Regulations 2017 allow (but do not require) schools to keep an adrenaline auto-injector (AAI) for use in an anaphylaxis emergency, governors have decided that keeping a supply will currently benefit pupils significantly.

This school is committed to supporting pupils who have been diagnosed with anaphylaxis and has developed separate [Anaphylaxis Management Procedures](#) to be followed.

In summary:

- The administration of AAIs will be carried out in accordance with professional medical guidance and staff training. Designated staff will be trained in how to administer a child's own AAI and other staff will be trained in how to seek

the help of designated staff in an anaphylaxis emergency, and also what to do if they believe help will not come fast enough.

- The emergency services will be called when a reaction is severe even if the AAI has been administered or if a pupil is not diagnosed but seems symptomatic.
- Safe disposal arrangements are in place with sharps containers
- An AAI register of all pupils prescribed an AAI will be kept in the school office and will be checked as part of initiating the emergency response.
- Where a pupil has been prescribed an AAI, this will be recorded on their IHCP with an indication of whether they can responsibly carry the device and self-administer it correctly.
- Every use of a child's own AAI will be recorded and reported to parents including:
  - Where and when the reaction took place
  - How much medicine was given and by whom.
- Consideration will be given to preventing and managing an allergic reaction when planning all school activities on and off-site.
- School has 1 emergency AAI kits in the school office and procedures in place to administer, maintain, and dispose of them safely.
- **Our decision to hold an emergency AAI kit does not in any way release a parent from their absolute duty to ensure that their child attends school with a fully functional AAI containing sufficient medicine for their needs.**
- A copy of the AAI register including consent to administer the school emergency AAI will be held with each school AAI emergency kit.
- Designated staff will be trained in how to administer the school emergency AAI and other staff will be trained in how to seek their help in an anaphylaxis emergency, as well as what to do if they believe help will not come fast enough.
- Parents will be informed whenever their child has used the school emergency AAI.

#### **4.13 Day trips, residential visits, and sporting activities**

Through development and communication of the IHCP staff will be made aware of how a pupil's medical condition might impact on their participation in educational visits, sporting, or other activities.

Before an activity takes place, a risk assessment will be conducted to identify what reasonable adjustments should be made to enable pupils with medical conditions to have equality of access. Advice is also sought from pupils, parents/carers, and relevant medical professionals.

A pupil will only be excluded from an activity if the Head teacher considers, based on the evidence, that no reasonable adjustment can make it safe for them or evidence from a clinician such as a GP states that an activity is not possible for that child.

#### **4.14 Other arrangements**

##### **4.14.1 Home to school transport**

While it is the responsibility of the LA to ensure pupil safety on statutory home to school transport the LA may find it helpful to be aware of the contents of a pupil's IHCP that school has prepared.

The LA *must* know if a pupil travels on home to school transport and has a life-threatening condition and carries emergency medicine so that they can develop



an appropriate transport healthcare plan. School undertakes to appropriately share IHCP information with the LA for this purpose and will make this clear to parents in the development meeting.

Where transport is organised by the school on a private arrangement with parents, the responsibility for ensuring that the transport operator is aware of a pupil with a life-threatening medical condition rests with school in consultation with the parents. In some cases, it may be appropriate to share elements of a pupil's IHCP with the transport operator.

#### **4.14.2 Defibrillators**

Sudden cardiac arrest is when the heart stops beating, and it can happen to people at any age and without warning. When it does happen, quick action (in the form of early Cardio-Pulmonary Resuscitation - CPR - and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's normal heart rhythm when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe.

This school has an Automated External Defibrillator (AED) as part of our first aid equipment in the school office .

We followed government recommendations in the DfE guide Automated external defibrillators (AEDs) in schools, current at the time we got it regarding the type of machine, kit, location, installation, signage, and systems of access we needed.

There is a monitoring and maintenance schedule to ensure we spot when the automatic testing detects a fault or when consumables like pads, or batteries etc. need to be replaced.

AEDs are designed to be used by someone without any specific training and by following step-by-step instructions on the device. All school staff have been given access to the instructions and an appropriate briefing on our procedures for using the AED.

The emergency services will always be called where an AED is used on a person or requires using.

The local NHS and ambulance service have been notified of its location.

#### **4.15 Unacceptable practice**

While it is essential that all staff act in accordance with their training, in any given situation they should be confident in using their discretion and judging each case on its merits with reference to a child's IHCP. It is not however, generally acceptable practice at this school to:

- prevent children from easily accessing their inhalers and medicine and administering their medicines 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 staff will be supported to appropriately challenge this where they have genuine concerns);
- 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 medicine 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.

#### **4.16 Insurance**

School staff who agree to support pupils at school with their medical conditions and administer medicines are appropriately insured by the local authority to do so when they are acting in accordance with our policies and their training given the circumstances they faced at the time. The Insurance Policy wording is available on request.

The Insurance Policy provides liability cover relating to the administration of medicines and any required healthcare procedures as identified through the IHCP process.

Every IHCP review must consider whether current insurance arrangements remain compatible with any identified changes required. A significant change, for example an entirely new medical procedure required, will be checked as compatible with current insurance arrangements direct with the school's insurers. If current insurance is inadequate for the new procedure additional insurance will be arranged.

#### **4.17 Complaints**

If parents or pupils are unhappy with the support provided they should discuss their concerns directly with the Head Teacher.

If this does not resolve the issue, they can make a formal complaint through the normal school complaints procedure.

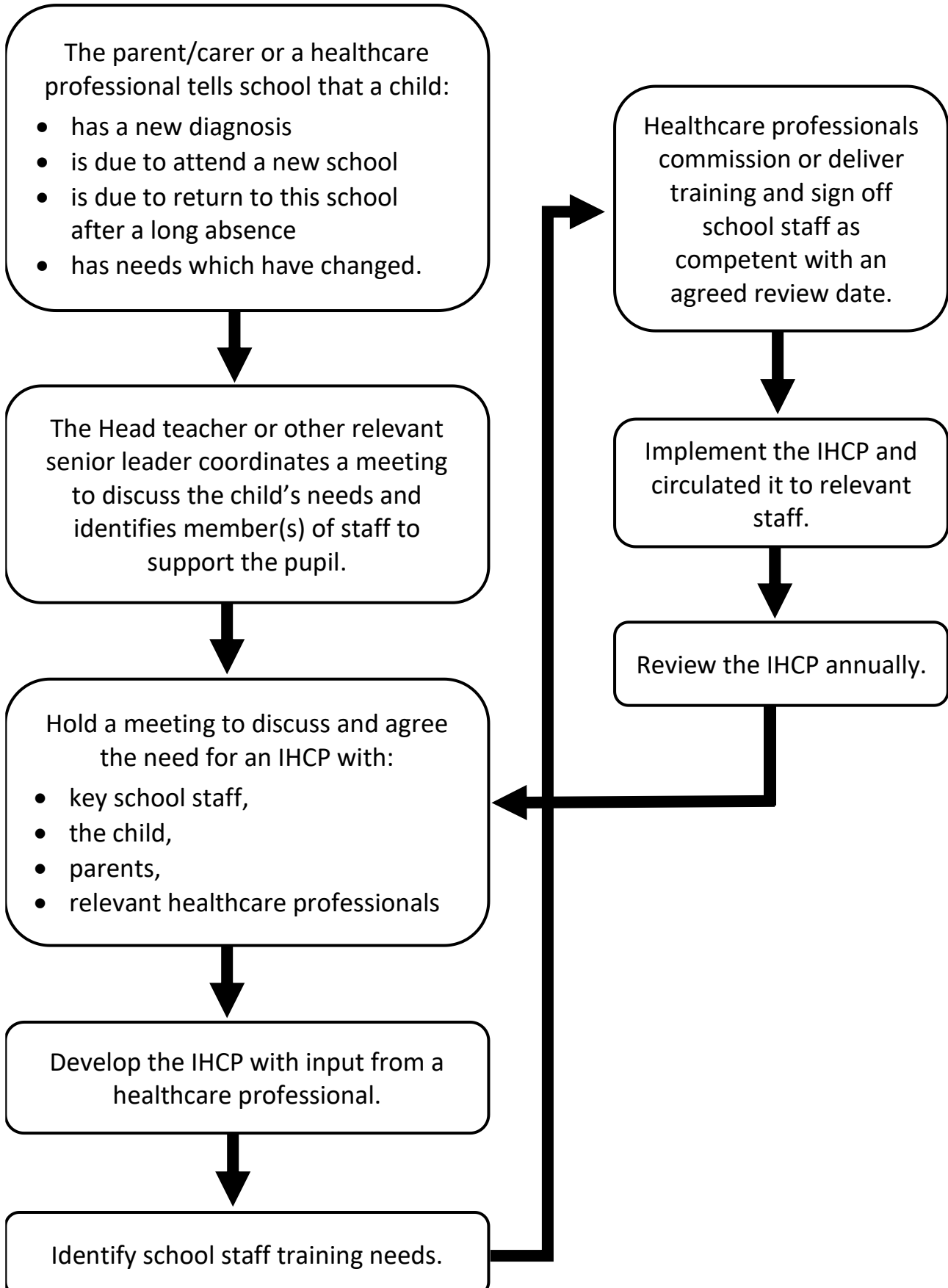
If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

#### **Monitoring Arrangements**

This policy will be reviewed every two years by the Governing Board.

<b>Version Control</b>	
Owned by:	SENDSCO
Reviewed by:	Academic, Pastoral and Curriculum sub committee
Date approved on:	June 2023
Next review due by:	June 2025

**Notification that a pupil has a medical condition:  
A Flowchart for developing an individual health care plan (IHCP)**



## Summoning Emergency Services: A Flowchart

To summon the emergency services dial:

**(prefix if any) 999.**

Ask for the ambulance, fire, police, or coastguard service.

Be ready to tell the operator:

1. Your own name
2. Your telephone number where you can be reached right now, including any extension number
3. Accurate location and patient information which

<b>Your location.</b>	Insert the full postal address of the school/setting here.
<b>Your location postcode or other location marker like a <a href="http://what3words.com">what3words.com</a> designation</b>	For satellite navigation systems, the site entrance postcode maybe different from the postal code – check before completing this section. If your site is large there may be different postcodes for different entrances so list them all by access location. If postcodes are not helpful, use another location marker like what3words. The location marker given to emergency services must be for the entrance that is best to access the patient quickly.
<b>The exact location of the patient on our site.</b>	
<b>The name of the patient and a brief description of their symptoms.</b>	
<b>Confirm the best entrance for the emergency services to use and tell them they will be met and taken to the patient.</b>	

Make sure information is passed on so that someone meets the emergency services when they

## Individual Healthcare Plan (IHCP)

<b>School/setting:</b>				<b>PHOTO</b>
<b>Name of child:</b>				
<b>Date of birth:</b>		<b>Class/group:</b>		
<b>Address of child:</b>				
<b>Sex:</b>	male <input type="checkbox"/>	female <input type="checkbox"/>	<b>Pronouns:</b> he <input type="checkbox"/> she <input type="checkbox"/> they <input type="checkbox"/>	
<b>Date:</b>		<b>Review date:</b>		
<b>Who is responsible for providing support in school?</b>				
<b>Medical Diagnosis or Condition</b>				
<b>EMERGENCY CONTACT INFORMATION</b>				
<b>Family Contact 1</b>			<b>Family Contact 2</b>	
<b>Name:</b>			<b>Name:</b>	
<b>Relationship to Child:</b>			<b>Relationship to Child:</b>	
<b>Work Tel. No:</b>			<b>Work Tel. No:</b>	
<b>Home Tel. No:</b>			<b>Home Tel. No:</b>	
<b>Mobile Tel. No:</b>			<b>Mobile Tel. No:</b>	
<b>Clinic or Hospital Contact</b>			<b>GP Contact</b>	
<b>Name:</b>			<b>Name:</b>	
<b>Contact No:</b>			<b>Contact No:</b>	
<b>Describe the child's medical needs</b> (e.g., details of any symptoms, triggers, signs, treatments, facilities, equipment/devices, environmental issues etc.)				

--

**Medicine details** (e.g., name of medicine, dose, method of administration, when it is to be taken, adverse or side effects, contra-indications, whether the pupil can self-administer independently under supervision, with prompts or direction, or with physical support, whether it is carried by the child and how it is carried etc.)

--

Which (if any) of these medicines are [controlled drugs](#):

**Agreed procedure if the medicine or procedures are refused by the child**

--

**Daily care requirements** (e.g., before sports activities, at lunchtime etc.)

--

**Specific support in place for any educational, social, emotional, or mental health needs** (include re-integration and any partnership working following absences e.g., Local Authority hospital/home tuition services etc. and sensitive management of re-integration after serious incidents at school.)

--

**Arrangements for educational visits or other activities outside the normal timetable**

--

--

**Other Information**

--

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

--

<b>Permission is given to administer school salbutamol in an asthma emergency:</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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<b>Permission is given to administer school adrenalin in an anaphylaxis emergency:</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
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**Describe any follow-up care required**

--

**Who is responsible in an emergency? (Please state if different for different activities e.g., off-site etc.):**

--

**Staff training needs identified or already undertaken (e.g., names of staff trained, what training they have received and when, along with any plans to train others and when)**

--

**Plan developed with: (e.g., child, parents, healthcare professional, therapist etc.)**

<b>Print Name</b>	<b>Signature</b>	<b>Relationship to child:</b>	<b>Date</b>
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**Form copied to** (Please state who holds copies of this information and where):

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## Staff Training Record – Supporting Pupils with Medical Conditions

This form is for recording all training delivered to staff (and as appropriate volunteers) with the aim of supporting pupils with medical conditions, including the Whole School Awareness briefing.

<b>Name of school/setting:</b>			
<b>Details of training being delivered:</b> Describe in brief what was covered e.g., Whole School Awareness, physiotherapy, administering medicine, tube feeding etc. <i>and</i> the content of it.			
<b>Date training completed:</b>			
<b>Name of trainer:</b>			
<b>Training provider:</b> Organisation, profession, and job title of the trainer.			
I confirm that the above-named member(s) of staff received the training detailed above and they are competent to carry out any necessary treatment.			
Date by which I recommend this training be updated:			
<b>Trainer Signature:</b>		<b>Date:</b>	
I confirm that I have received the training detailed above.			
<b>Trainee full name</b>	<b>Trainee signature</b>	<b>Date of training</b>	

## Parental Consent to Administer Medicines Form

Staff will not give your child a medicine unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and Procedures, **and** you complete and sign this form.

<b>School/Setting:</b>					
<b>Name of Child:</b>				<b>Class/group:</b>	
<b>Date of Birth:</b>		<b>Sex:</b>	male <input type="checkbox"/> female <input type="checkbox"/>	<b>Pronouns:</b>	he <input type="checkbox"/> she <input type="checkbox"/> they <input type="checkbox"/>
<b>Date for review to be initiated by:</b>					
<b>Medical diagnosis, condition, or illness</b>					
<b>MEDICINE(S)</b>					
<b>Name/type of medicine(s)</b> (As described on containers)					
<b>Names of <u>controlled drugs</u>?</b>					
<b>Expiry date(s):</b>					
<b>Dosage and method of administration:</b>					
<b>Timing(s):</b>					
<b>Special precautions or other instructions:</b> with food etc.					
<b>Side effects that staff must know about:</b>					
<b>Can the child self-administer?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>If YES is supervision required?</b>		YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>Do any medicines need to be carried by the child on their person?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>					
<b>What and where will they keep it?</b>					
<b>Steps to take in an emergency:</b>					

**PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.**

<b>CONTACT INFORMATION</b>					
<b>Name:</b>					
<b>Relationship to Child:</b>					
<b>Address:</b>	<b>Work Tel. No:</b>				
	<b>Home Tel. No:</b>				
	<b>Mobile Tel. No:</b>				
I understand medicines must be delivered and collected <span style="color: red;">[describe procedure]:</span>				YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand my child must have a working, in-date, and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.				YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
I consent to them receiving, in an asthma emergency, salbutamol not prescribed to them.					

	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand my child must have the number of working and in-date AAls that their doctor recommends, clearly labelled with their name, which they bring with them every day. I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them.	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school/setting staff administering medicine in accordance with the Policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped.	
<b>Signed:</b>	<b>Date:</b>

## Parental/Medical Consent to Administer Medicines

Staff will not give your child medicines or medical treatments unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and procedures, **and** you complete and sign this form. Parents can complete the whole form, but in line with recommendations from child protection Serious Case Reviews, **a relevant medical professional must also sign their agreement** to the administration of medicines and treatments described below. **Please PRINT information clearly and use BLACK INK where possible.**

<b>Name of Child:</b>		<b>School/Setting:</b>		<b>Class/Form:</b>		
<b>Date of Birth:</b>		<b>Sex:</b> male <input type="checkbox"/> female <input type="checkbox"/>	<b>Pronouns:</b> he <input type="checkbox"/> she <input type="checkbox"/> they <input type="checkbox"/>	<b>Reviews to be initiated by:</b>		
<b>Medical diagnosis, condition, or illness</b>						
MEDICINE(S)						
Name/type of medicine(s) (As described on container)	Controlled Drug? Y <input type="checkbox"/> N <input type="checkbox"/>	Expiry date	Dosage and method of administration	Timing	Special precautions or other instructions e.g., with food.	Side effects that we need to know about
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					

**PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy/over the counter.**

<b>Can the child self-administer?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>If YES is supervision required?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (if YES, please detail e.g., visual only, guiding hand, measure check only etc.)
<b>Does any medicine need to be carried by the child on their person, what and where will they keep it?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (if YES, please give details):		
<b>Procedures to follow in an emergency:</b>			
<b>EMERGENCY CONTACT INFORMATION</b>			
<b>Name:</b>		<b>Relationship to Child:</b>	
<b>Address:</b>		<b>Work Tel. No:</b>	
		<b>Home Tel. No:</b>	
		<b>Mobile Tel. No:</b>	
<b>Parental Declarations</b>			
I understand that medicines must be delivered & collected [describe procedure]:			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand that my child must have a working, in-date, and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I consent to my child receiving, in an asthma emergency, salbutamol not prescribed to them.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand that my child must have the number of working and in-date AAIs that their medical practitioner has recommended, clearly labelled with their name, which they will bring with them every day.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school/setting staff administering medicine in accordance with the 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.			
<b>Signed:</b>		<b>Print Name:</b>	<b>Date:</b>
<b>Medical Practitioner Declaration</b>			
The above information is, to the best of my professional knowledge of this child, accurate. I agree that, in order to adequately support this child at school with their medical condition(s), school staff need to administer or facilitate and/or supervise the self-administration of the medicines or treatments described above.			
<b>Signed:</b>		<b>Print Name:</b>	<b>Date:</b>
<b>Professional relationship to child:</b>		<b>Recommended date of review/review trigger:</b>	

## Parental Consent to Administer Medicines & Record Form

Staff will not give your child a medicine unless it is in accordance with our Supporting Pupils with Medical Conditions Policy and Procedures, **and** you complete and sign this form.

<b>School/Setting:</b>					
<b>Name of Child:</b>				<b>Class/group:</b>	
<b>Date of Birth:</b>		<b>Sex:</b>	male <input type="checkbox"/> female <input type="checkbox"/>	<b>Pronouns:</b>	he <input type="checkbox"/> she <input type="checkbox"/> they <input type="checkbox"/>
<b>Date for review to be initiated by:</b>					
<b>Medical diagnosis, condition, or illness</b>					
<b>MEDICINE(S)</b>					
<b>Name/type of medicine(s)</b> (As described on containers)					
<b>Names of <u>controlled drugs</u>?</b>					
<b>Expiry date(s):</b>					
<b>Dosage and method of administration:</b>					
<b>Timing(s):</b>					
<b>Special precautions or other instructions:</b> with food etc.					
<b>Side effects that staff must know about:</b>					
<b>Can the child self-administer?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>If YES is supervision required?</b>		YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>Do any medicines need to be carried by the child on their person?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>					
<b>What and where will they keep it?</b>					
<b>Steps to take in an emergency:</b>					

**PLEASE NOTE: medicines must be in the original containers as dispensed by the pharmacy.**

<b>CONTACT INFORMATION</b>	
<b>Name:</b>	

<b>Relationship to Child:</b>			
<b>Address:</b>		<b>Work Tel. No:</b>	
		<b>Home Tel. No:</b>	
		<b>Mobile Tel. No:</b>	
I understand medicines must be delivered and collected [describe procedure]:			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand my child must have a working, in-date, and sufficiently full inhaler, clearly labelled with their name, which they will bring with them every day.  I consent to them receiving, in an asthma emergency, salbutamol not prescribed to them.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand my child must have the number of working and in-date AAls that their doctor recommends, clearly labelled with their name, which they bring with them every day.  I consent to my child receiving, in an anaphylaxis emergency, adrenaline not prescribed to them.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
The above information is, to the best of my knowledge, accurate at the time of writing and I consent to school/setting staff administering medicine in accordance with the Policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped.			
<b>Signed:</b>			

Date medicine received	Name & Quantity received	Expiry date	Parent Sign	Staff Sign	Date medicine returned	Quantity returned	Parent Sign	Staff Sign

<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Name of staff administering:</b>								
<b>Staff signature.:</b>								



<b>Witness signature.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Name of staff administering:</b>								
<b>Staff signature.:</b>								
<b>Witness signature.:</b>								

## Record of Medicine Administered to an Individual

Each medicine administered to an individual on a regular or scheduled basis must be recorded on a separate sheet and administration should be witnessed. If a medicine is a controlled drug, handovers must be tracked and administration requires a witness signature so, use Form D2 Record of Controlled Medicines Administration to an Individual.

<b>Name of school/setting:</b>							
<b>Name of child:</b>				<b>Date of Birth:</b>		<b>Class/Form:</b>	
<b>Name and strength of medicine:</b>							
<b>Dose and frequency of medicine:</b>	//						
<b>Date medicine received in school:</b>		<b>Expiry date:</b>		<b>Date medicine returned to parent:</b>			
<b>Quantity of medicine received:</b>				<b>Quantity returned to parent:</b>			
<b>Staff Signature:</b>				<b>Parent Signature:</b>			

**PLEASE NOTE:** a parent/carer must be informed of the non-administration of medicine that is due - record the reason for non-administration under 'Any reaction'

<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								

**PLEASE NOTE: a parent/carer must be informed of the non-administration of medicine that is due - record the reason for non-administration under 'Any reaction'**

<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								



**PLEASE NOTE: a parent/carer must be informed of the non-administration of medicine that is due - record the reason for non-administration under 'Any reaction'**

<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								
<b>Date:</b>								
<b>Time given:</b>								
<b>Dose given:</b>								
<b>Any reaction?</b>								
<b>Staff name:</b>								
<b>Staff signature:</b>								
<b>Witness sign.:</b>								









Date	Name of Child	Time	Where & When	Dose(s) Given	Staff Signature	Print Name

**Record Card: All Children: Emergency Salbutamol Inhaler Administration**

Date	Name of Child	Time	Where & When	Dose(s) Given	Staff Signature	Print Name
<i>01/09/14</i>	<i>Anne Other</i>	<i>14:30</i>	<i>Field during PE rounders</i>	<i>2 x 2puffs in 4 mins</i>	<i>J Smith</i>	<i>John Smith</i>

Based on [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)







## 5 Template Letter Inviting Parents to Contribute to the Development of Their Child's Individual Healthcare Plan

(Copy this template onto school headed paper and amend it to suit).

Dear parent or carer,

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN (IHCP) 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 (IHCP) to be prepared, setting out what support your child needs and how this will be provided. IHCPs 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 IHCPs 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 in plans will depend on the complexity of their condition and the support needed. Please find a blank copy of the IHCP included with this letter.

A meeting to start the process of developing your child's IHCP 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:

[Insert names and relevant positions of people who will attend]

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other information 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 insert 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

[Insert signature]

[Insert name and role designation]

Enclosed/also attached:

- One Supporting Pupils with Medical Conditions Policy
- One blank Individual Healthcare Plan (IHCP)

**Alston Moor Federation Emergency Salbutamol Use Note**

<b>Name of child:</b>		<b>Date of incident:</b>	
<b>Child's class/group:</b>		<b>Time of incident:</b>	
Dear Parent or Carer, today your child has had problems with their breathing. This happened when:			
<input type="checkbox"/> They used their own asthma inhaler *with / without supervision. <input type="checkbox"/> A member of staff helped them to use their own asthma inhaler. <input type="checkbox"/> They did not have their own asthma inhaler with them, so a member of staff *helped / supervised them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs. <input type="checkbox"/> Their own asthma inhaler was not working, so a member of staff *helped / supervised them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs.			
Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible. Thank you.			
<b>Head Teacher/Class Teacher:</b>			

✂

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