



Bishop Rawstorne Church of England Academy

## Medical Conditions Policy

*I have come in order that you might have life – life in all its fullness.*

*John 10:10*

**Aspire Believe Achieve**

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

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Review date:	December 2019
Next review date:	December 2020
Reviewed by:	Mr Almond
Approved by the FGB –	10 December 2019

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## **THE CHRISTIAN COMMUNITY**

Bishop Rawstone is a diverse, welcoming, Christian learning community committed to nurturing respectful and responsible citizens, empowering ALL learners to flourish.

### **Statement of intent**

The governing body of Bishop Rawstone C of E Academy has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Bishop Rawstone C of E Academy believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

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

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. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

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

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017

1.2. This policy has due regard to the following guidance:

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

1.3. This policy has due regard to the following school policies:

- SEND Policy
- Complaints Procedure Policy

## 2. The role of the governing board

2.1. The governing board:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support students with medical conditions.
- Ensures that students with medical conditions can access and enjoy the same opportunities as any other student at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that students with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, students with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each student and what support is required to support their individual needs.

- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective student is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that students' health is not put at unnecessary risk. As a result, the board holds the right to not accept a student into school at times where it would be detrimental to the health of that student or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

2.2. Mr P Almond holds overall responsibility for implementation of this policy.

### **3. The role of the headteacher**

3.1. The headteacher:

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

### **4. The role of parents/carers**

4.1. Parents/carers:

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

## **5. The role of students**

### 5.1. Students:

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

## **6. The role of school staff**

### 6.1. School staff:

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

## **7. The role of the school nurse**

### 7.1. The school nurse:

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

## **8. The role of clinical commissioning groups (CCGs)**

### 8.1. CCGs:

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

## **9. The role of other healthcare professionals**

9.1. Other healthcare professionals, including GPs and paediatricians:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHPs.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.

## **10. The role of providers of health services**

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

## **11. The role of the LA**

11.1. The 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 IHPs can be effectively delivered.
- Works with the school to ensure that pupils with medical conditions can attend school full-time.

11.2. Where a student 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 student is unlikely to receive a suitable education in a mainstream school.

## **12. The role of Ofsted**

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

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

## **13. Admissions**

13.1. No child is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.

13.2. A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

## **14. Notification procedure**

- 14.1. When the school is notified that a student has a medical condition that requires support in school, the school nurse informs the appropriate staff member. Following this, the school begins to arrange a meeting with parents/carers, healthcare professionals and the student, with a view to discussing the necessity of an IHP (outlined in detail in [section 18](#)).
- 14.2. The school does not wait for a formal diagnosis before providing support to students. Where a student's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the senior staff based on all available evidence (including medical evidence and consultation with parents/carers).
- 14.3. For a student starting at the school in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.
- 14.4. Where a student joins the school mid-term or a new diagnosis is received, arrangements are put in place within two weeks.

## **15. Staff training and support**

- 15.1. Any staff member providing support to a student with medical conditions receives suitable training.
- 15.2. Staff do not undertake healthcare procedures or administer medication without appropriate training.
- 15.3. Training needs are assessed by the school nurse through the development and review of IHPs, on a regular basis for all school staff.
- 15.4. Through training, staff have the requisite competency and confidence to support students with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- 15.5. The school nurse confirms the proficiency of staff in performing medical procedures or providing medication.
- 15.6. A first-aid certificate does not constitute appropriate training for supporting students with medical conditions.
- 15.7. Whole-school awareness training is carried out whenever appropriate for relevant staff.
- 15.8. The school nurse identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.



## 16. Self-management

- 16.1. Following discussion with parents/carers, students who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 16.2. Where possible, students are allowed to carry their own medicines and relevant devices.
- 16.3. Where it is not possible for students to carry their own medicines or devices, they are held in suitable locations that can be accessed quickly and easily.
- 16.4. If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the students' IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.

## 17. Individual healthcare plans (IHPs)

- 17.1. The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher makes the final decision.
- 17.2. The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the student is also involved in the process.
- 17.3. IHPs include the following information:
  - The medical condition, along with its triggers, symptoms, signs and treatments.
  - The students' needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
  - The support needed for the students' educational, social and emotional needs.
  - The level of support needed, including in emergencies.
  - Whether a child can self-manage their medication.
  - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
  - Cover arrangements for when the named supporting staff member is unavailable.
  - Who needs to be made aware of the students' condition and the support required.
  - Arrangements for obtaining written permission from parents/carers and the headteacher for medicine to be administered by school staff or self-administered by the student.
  - Separate arrangements or procedures required during school trips and activities.
  - Where confidentiality issues are raised by the parent/carer(s) or student, the designated individual to be entrusted with information about the students' medical condition.

- What to do in an emergency, including contact details and contingency arrangements.
- 17.4. Where a student has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.
  - 17.5. IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.
  - 17.6. IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
  - 17.7. Where a student has an EHC plan, the IHP is linked to it or becomes part of it.
  - 17.8. Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.
  - 17.9. Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate.

## **18. Managing medicines**

- 18.1. Medicines are only administered at school when it would be detrimental to a students' health or school attendance not to do so.
- 18.2. Students under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the student without the parent/carer's knowledge. In such cases, the school encourages the student to involve their parents/carers, while respecting their right to confidentiality.
- 18.3. Non-prescription medicines may be administered in the following situations:
  - When it would be detrimental to the students' health not to do so
  - When instructed by a medical professional
- 18.4. No student under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 18.5. Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 18.6. Parents/carers are informed any time medication is administered that is not agreed in an IHP.
- 18.7. The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 18.8. All medicines are stored safely. Students know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip/residential

visit. Where relevant, students are informed of who holds the key to the relevant storage facility.

- 18.9. When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.
- 18.10. Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- 18.11. The school holds asthma inhalers for emergency use. The inhalers are stored in the medical area and their use is recorded.
- 18.12. Staff may administer a controlled drug to a student for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 18.13. Records are kept of all medicines administered to individual students – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

## **19. Adrenaline auto-injectors (AAIs)**

- 19.1. A register of AAIs will be kept of all the students who have been prescribed an AAI to use in the event of anaphylaxis.
- 19.2. Where a student has been prescribed an AAI, this will be written into their IHP.
- 19.3. Students who have prescribed AAI devices are, whenever appropriate, able to keep their device in their possession.
- 19.4. Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 19.5. In the event of anaphylaxis, a designated staff member will be contacted.
- 19.6. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member may administer the AAI.
- 19.7. If necessary, other staff members may assist the designated staff members with administering AAIs, such as where the student needs restraining.
- 19.8. The school will keep a spare AAI for use in the event of an emergency, which will be checked on a regular basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 19.9. The spare AAI will be stored in the medical area, ensuring that it is protected from direct sunlight and extreme temperatures.
- 19.10. The spare AAI will only be administered to students at risk of anaphylaxis and where written parental consent has been gained.

- 19.11. Where a students' prescribed AAI cannot be administered correctly and without delay, the spare will be used.
- 19.12. Where a student who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.
- 19.13. Where a student appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.
- 19.14. In the event that an AAI is used, the students' parents/carers will be notified that an AAI has been administered and they will be informed whether this was using the students' or the school's device.
- 19.15. Where any AAIs are used, the following information will be recorded on the **AAI Record**:
- Where and when the reaction took place
  - How much medication was given and by whom
- 19.16. For children aged 12 and older, a dose of 300 or 500 micrograms of adrenaline may be used.
- 19.17. AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.
- 19.18. In the event of a school trip, students at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

## **20. Record keeping**

- 20.1. In accordance with paragraphs 19.10, 19.11, 19.12 and 19.13, written records are kept of all medicines administered to students.
- 20.2. Proper record keeping protects both staff and students, and provides evidence that agreed procedures have been followed.
- 20.3. Appropriate forms for record keeping can be found in appendix d and appendix e of this policy.

## **21. Emergency procedures**

- 21.1. Medical emergencies are dealt with under the school's emergency procedures.
- 21.2. Where an IHP is in place, it should detail:
- What constitutes an emergency.
  - What to do in an emergency.
- 21.3. Students are informed in general terms of what to do in an emergency, such as telling a teacher.
- 21.4. If a student needs to be taken to hospital, a member of staff remains with the student until their parents/carers arrive.

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

## **22. Day trips, residential visits and sporting activities**

- 22.1. Students with medical conditions are supported to participate in school trips, sporting activities and residential visits.
- 22.2. Prior to an activity taking place, the school conducts a risk assessment to identify what reasonable adjustments should be taken to enable students with medical conditions to participate. In addition to a risk assessment, advice is sought from students, parents/carers and relevant medical professionals.
- 22.3. The school will arrange for adjustments to be made for all students to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

## **23. Unacceptable practice**

- 23.1. The school will never:
- Assume that students with the same condition require the same treatment.
  - Prevent students from easily accessing their inhalers and medication.
  - Ignore the views of the student and/or their parents/carers.
  - Ignore medical evidence or opinion.
  - Send students home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
  - Penalise students with medical conditions for their attendance record, where the absences relate to their condition.
  - Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is failing to support their child's needs.
  - Create barriers to students participating in school life, including school trips.
  - Refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **24. Liability and indemnity**

- 24.1. The governing body ensures that appropriate insurance is in place to cover staff providing support to students with medical conditions.
- 24.2. The school is a member of the Department for Education's Risk Protection Arrangements (RPA) and has unlimited Employer's Liability, Third Party Public Liability and Professional Indemnity.

## **25. Complaints**

- 25.1. Parents/carers or students wishing to make a complaint concerning the support provided to students with medical conditions are required to speak to the school in the first instance.
- 25.2. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure, as outlined in the Complaints Procedure Policy.

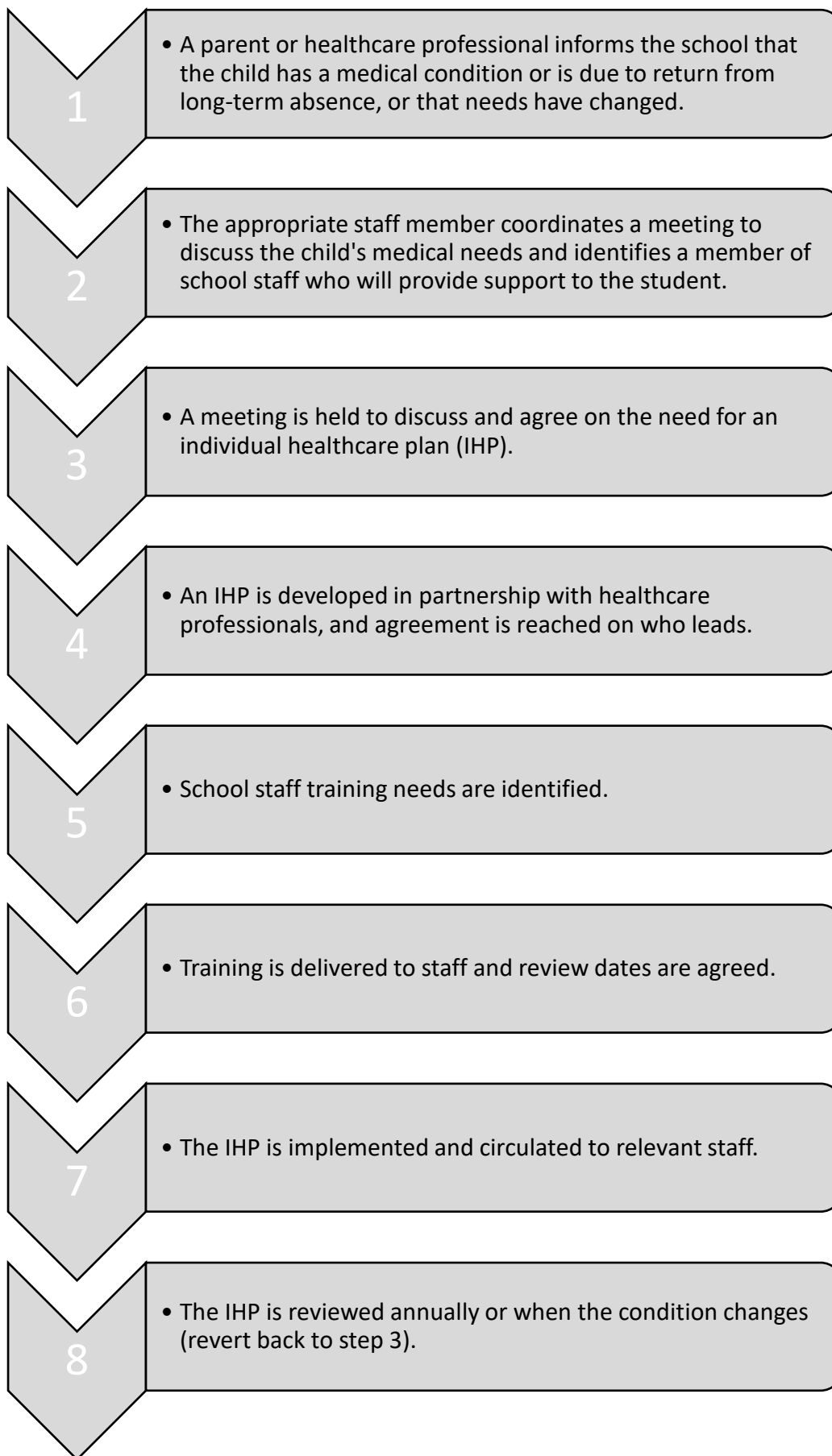
## **26. Home-to-school transport**

- 26.1. Arranging home-to-school transport for students with medical conditions is the responsibility of the LA.
- 26.2. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for students with life-threatening conditions.

## **27. Policy review**

- 27.1. The scheduled review date for this policy is December 2019.

## Individual Healthcare Plan Implementation Procedure



**INDIVIDUAL HEALTHCARE PLAN**

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

**Family contact information**

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

**Clinic/hospital contact**

Name:

Phone number:

**Child's GP**

Name:

Phone number:

Who is responsible for providing support in school?

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



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

Daily care requirements:

Specific support for the students' educational, social and emotional needs:

Arrangements for school visits/trips:

Other information:

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

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

Plan developed with:

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

Form copied to:

## Parental Agreement for the School to Administer Medicine

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

### Administration of medication form

Date for review to be initiated by:

Name of child:

Date of birth:

Group/class/form:

Medical condition or illness:


### Medicine

Name/type of medicine  
(as described on the container):

Expiry date:

Dosage and method:

Timing:

Special precautions/other  
instructions:

Any side effects that the school needs  
to know about:

Self-administration - Y/N:

Procedures to take in an emergency:


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact details

Name:

Daytime telephone number:

Relationship to child:

Address:

I understand that I must deliver the  
medicine personally to:

<u>Name of staff member</u>

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Record of Medicine Administered to an Individual Child

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:


Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:


Date:

Time given:


Dose given:			
Name of member of staff:			
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Dose given:			

Name of member of staff:

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Staff initials:

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Date:

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Time given:

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Dose given:

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Name of member of staff:

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Staff initials:

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**Record of Medicine Administered to All Children**

Date	Child's name	Time	Name of medicine	Dose given	Any reactions?	Signature of staff	Print name

## Staff Training Record – Administration of Medication

Name of school:

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

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

Trainer's signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

### **Contacting Emergency Services**

#### **To be stored by the phone in the school office**

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

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

- The telephone number: 01772 600349.
- Your name.
- Your location as follows: Highfield Road, Croston, Lancs PR26 9HH.
- The satnav postcode: PR26 9HH.



- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the patient.

## **Letter Inviting Parents to Contribute to Individual Healthcare Plan Development**

Dear Parent/Carer,

### **RE: Developing an individual healthcare plan for your child**

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [date](#). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend or whether rescheduling is required. The meeting will include me, a relevant healthcare professional and the school nurse. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist, and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it to the school office, together with any relevant evidence, for consideration at the meeting. I would be happy for you to speak by phone on 01772 600349 if this would be helpful.

Yours sincerely,

[Relevant member of staff](#)

### Incident Reporting Form

Date of incident	Time of incident	Place of incident	Name of ill/injured person	Details of the illness/injury	Was first-aid administered? If so, give details	What happened to the person immediately afterwards?	Name of first-aider	Signature of first-aider