

# BROCKINGTON COLLEGE



## Supporting Pupils with Medical Conditions Policy

Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development. We lay particular stress on the Christian values of perseverance, learning, wisdom, justice, koinonia, forgiveness and compassion for individuals and across the school community.

Signature: ..... Date: .....

Printed Name: ..... Position: .....

Date of Review	January 2018
Next Review	January 2020
Approval By	Pupil Development, Behaviour & Welfare Committee, then Full Governors
Review Frequency	Two Yearly

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## Introduction

Brockington College has developed this policy in line with the Department for Education 'Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies' (Section 100 of the Children's and Family Act, April 2014) to ensure that pupils with medical conditions receive appropriate care and support at school.

The Governing Board and Strategic Leadership Team have a duty to make arrangements to support pupils at Brockington College who have medical conditions. Some children with medical conditions may be disabled. Where this is the case, the Governing Board has a duty of care under the Equality Act 2010. Some may have Special Educational Needs and may have an Education, Health, Care plan (EHCP). These bring together health, social and educational needs and for children with SEND, this policy should be read in conjunction with the SEND Code of Practice.

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

- **Short Term:** affecting their participation in college activities because they are on a course of medication/treatment.
- **Long Term:** potentially limiting pupils' access to education and requiring extra care and support.

The key points of this guidance document are:

- Pupils at school have the same right of admission to school as other children and cannot be refused admission or excluded on medical grounds alone.
- All schools and academies are expected by Ofsted to have a policy dealing with medical needs and be able to demonstrate that this is implemented effectively.
- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Governing Board should ensure that school leaders and relevant staff consult health and social care professionals, pupils and parents / carers to ensure that the needs of children with medical conditions are effectively supported.
- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Brockington College recognises that partnership working between school, healthcare professionals, parents/carers and pupils is key to successful working.
- The person with overall responsibility for implementation of this policy and for planning staff training is Mrs Sue Lawrence, Assistant Principal for Inclusion.
- Day to day implementation of the policy will be the responsibility of the School Health Coordinators and the college First Aiders who will support pupils with medical conditions in the case of any staff absence.

# 1. Key Roles and Responsibilities

## 1.1 The Governing Board is responsible for:

- 1.1.1 Overall implementation of the 'Supporting Pupils with Medical Conditions' policy and procedures at Brockington College.
- 1.1.2 Ensuring that the 'Supporting Pupils with Medical Conditions' policy does not discriminate on any grounds including, but not limited to; ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.1.3 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.1.4 Identifying the roles and responsibilities of all those involved in the arrangements that are made to support children in school with medical conditions.
- 1.1.5 Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.1.6 Ensuring that any members of staff who support pupils with medical conditions can access information and other teaching support materials as needed.
- 1.1.7 Ensuring Brockington College staff consult health and social care professionals, pupils and parents /carers to ensure that the needs of children with medical conditions are met.
- 1.1.8 Ensuring staff keep written records of medicines administered to individual pupils and across the school population.
- 1.1.9 Ensuring the level of insurance in place reflects the level of risk.
- 1.1.10 Ensuring that the arrangements made at Brockington College give parents /carers and pupils confidence in the school's ability to provide effective support for medical conditions. The arrangements should show an understanding of how a medical condition impacts on a child's ability to learn, promote self-care and self-confidence.
- 1.1.11 Handling complaints regarding this policy as outlined in the school's Complaints Policy.

## **1.2 The Principal is responsible for:**

- 1.2.1 Overseeing the day-to-day implementation and management of the 'Supporting Pupils with Medical Conditions' policy and procedures at Brockington College.
- 1.2.2 Ensuring the policy is developed effectively with partner agencies.
- 1.2.3 Making staff aware of this policy.
- 1.2.4 Ensuring staff develop Individual Healthcare Plans (IHCPs) where the need for one is identified.
- 1.2.5 Ensuring contact is made with the school nursing service in the case of any child who has a medical condition.
- 1.2.6 Ensuring cover arrangements are put in place in the absence of staff due to sickness or staff turnover.
- 1.2.7 Inducting new members of staff into the arrangements and guidelines set out in this policy.
- 1.2.8 Ensuring a sufficient number of trained members of staff are available to deliver Individual Health Care Plans (IHCPs) in normal, contingency and emergency situations.
- 1.2.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

## **1.3 Staff Members are responsible for:**

- 1.3.1 Showing a commitment and awareness of pupil medical conditions.
- 1.3.2 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.3.3 Taking appropriate steps to enable children with medical condition to access the same opportunities as any other child unless this would not be in their best interests because of their health needs.
- 1.3.4 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons. This requires flexibility and may involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority medical support services and health professionals.

- 1.3.5 Administering medication, if they have agreed to undertake that responsibility.
- 1.3.6 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.3.7 Familiarising themselves with any risk assessments or IHCPs for pupils with medical conditions for pupils taking part in school visits and other school activities outside of the normal timetable.
- 1.3.8 Recognising the need to make arrangements for the inclusion of pupils with medical conditions in school activities and to make reasonable adjustments to enable pupils to participate fully, and safely, on school trips.
- 1.3.9 Taking into consideration how children will be reintegrated back into lessons after a long period of absence from school.

#### **1.4 School Nurses are responsible for:**

- 1.4.1 Notifying the school when a child is identified as requiring support in school due to a medical condition.
- 1.4.2 Liaising locally with lead clinicians on appropriate support.

#### **1.5 School Health Coordinators are responsible for:**

- 1.5.1 Overseeing the care of pupils who are unwell or injured, taking appropriate courses of action and implementing that action.
- 1.5.2 Making staff aware of a child's medical condition, where this is deemed necessary, and subject to any confidentiality requirements.
- 1.5.3 Implementing school health care policies.
- 1.5.4 Administering first aid to students, and staff, within the competencies of their first aid certificate.
- 1.5.5 Ensuring IHCPs, procedures and systems are effectively implemented in line with current legislation.
- 1.5.6 Meeting with parents/carers to complete any risk assessments deemed necessary to support the return to school of pupils with short term medical conditions.

- 1.5.7 Administer medicines to pupils in line with the college 'Administrations of Medicines Policy'.
- 1.5.8 Supporting pupils with long term and complex medical conditions in school liaising with healthcare services and professionals.
- 1.5.9 Liaising with staff to ensure, where possible, reasonable adjustments are made to lessons to support pupils with medical conditions.
- 1.5.10 Developing IHCPs, where required, and to monitor their implementation.
- 1.5.11 Liaising with healthcare professionals and helping to organise staff training to ensure their proficiency in carrying out a medical procedure or providing medication.
- 1.5.12 Supporting the development of risk assessments, where required, for pupils who attend school with a short or long term medical condition.

## **1.6 Parents and carers are responsible for:**

- 1.6.1 Keeping the school informed about any changes to their child's health.
- 1.6.2 Completing the 'Administration of Medication form' before providing the school with the medication their child requires. This medicine must be up to date and in its original packaging.
- 1.6.3 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.4 Collecting any leftover medicine at the end of the course or end of the academic year.
- 1.6.5 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the School Health Coordinator(s), other staff members and healthcare professionals.

## **1.7 Pupils are responsible for:**

- 1.7.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 1.7.2 Where possible, pupils will be allowed to carry their medical devices such as inhalers and Epipens. Where this is not possible their devices / medicines will be in an easily accessible location within the medical room.

- 1.7.3 Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available. This is particularly important to consider when outside of school premises, e.g. on school trips.
- 1.7.4 Taking medications under the supervision of a suitably trained member of staff. If a pupil refuses to take medication, or to carry out a necessary procedure, then parents / carers will be informed so that alternative options can be explored.

## **2. Procedures for Supporting Children with Medical Conditions**

- 2.1 When the college is notified that a pupil has a medical condition set procedures will be followed.
- 2.2 The school has procedures in place to cover transitional arrangements between schools, when a pupil is being re-integrated into school life or when a pupil's needs change.
- 2.3 For pupils starting at Brockington College, we will endeavour to have arrangements in place for the start of the relevant school term.
- 2.4 Following a new diagnosis or child moving to Brockington College mid-term, staff will make every effort to put arrangements in place within 2 weeks.
- 2.5 In making arrangements, Brockington College staff will take into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. We will also acknowledge that some conditions may be more obvious than others.
- 2.6 In deciding on support for the child, the focus will be on the needs of each individual pupil and providing individualised care for their medical condition throughout their school day and associated activities.
- 2.7 All support arrangements will be clear and unambiguous. Arrangements for the inclusion of pupils in school trips/visits, or in sporting activities will only be adjusted if evidence from a health care professional states that this is needed.
- 2.8 No pupil will be denied admission to, or prevented from, attending the college because arrangements for their medical condition have not been made.
- 2.9 In line with the college's safeguarding duty, Brockington College staff will ensure that a pupil's health does not unnecessarily put others at risk, for example, from infectious diseases. The



college will therefore not accept a child in school at times where it would be detrimental to the health of that child or the health of others.

### **3. Training of staff**

- 3.1 Teachers and support staff will receive training on the 'Supporting Pupils with Medical Conditions' policy as part of their new starter induction.
- 3.2 Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3 Teachers and support staff who undertake responsibilities under the policy will receive external and internal training, as deemed necessary.
- 3.4 College First Aiders will be required to complete appropriate training to enable them to carry out their role to support pupils with medical conditions and to enable them to provide first aid cover in the event of absence.
- 3.5 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.6 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.7 The School Health Coordinator(s) will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- 3.8 Staff training requirements to enable them to carry out their role to support pupils with medical conditions will be reviewed at least annually, or more frequently when pupils' needs are identified.

### **4. Individual Health Care Plans (IHCP)**

- 4.1 IHCPs will help to ensure that the college supports children's medical conditions. They will provide clarity about what needs to be done, when and by whom and are often essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention may be needed.
- 4.2 The college recognises that not all children need an IHCP and will agree after consultation with health care professionals and parents/carers, whether based on the evidence, an IHCP would be inappropriate or disproportionate. Where evidence conflicts, some degree of challenge may be

necessary to ensure that the right support can be put in place. A flow chart for identifying and agreeing the support a child needs and developing an IHCP is provided in [Appendix 1](#).

- 4.3 The college does not have to wait for a formal diagnosis before providing support to a pupil. Where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve medical evidence and consultation with parents / carers.
- 4.4 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Principal, Special Educational Needs Coordinator and medical professionals. The responsibility for ensuring an IHCP is finalised and implemented rests with the college and with the School Health Coordinators. See Appendix 1 and Appendix 2.
- 4.5 IHCPs will be easily accessible whilst preserving confidentiality.
- 4.6 Where a child has an Education, Health and Care plan, the IHCP will be linked to it or become part of it.
- 4.7 IHCPs will be reviewed by the School Health Coordinators at least annually or when a child's medical circumstances change, whichever is sooner.
- 4.8 IHCPs will be reviewed with the child's best interests in mind and will ensure that the college assesses and manages risks to the child's education, health and social well-being and minimises disruption.
- 4.9 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the education providers and healthcare professional to ensure that the IHCP identifies the support the child needs to reintegrate.
- 4.10 IHCPs will be written and reviewed by the School Health Coordinator(s) alongside any other key staff. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. The college recognises that different children with the same condition may require different levels of support.
- 4.11 The local authority is responsible for home to school transport. However, where necessary, it may be helpful to make them aware of an IHCP and what it contains, especially in respect to emergencies.
- 4.12 Typically, an IHCP will contain the following information:
  - Details of the medical condition, triggers, signs, symptoms and treatments.
  - Information about medication and other medical treatments, dietary requirements, equipment needed, environmental issues and mobility requirements.
  - Details of specific support for the pupils' educational, social and emotional needs.

- The level of support needed (recognising that some pupils will be able to take responsibility for their own health needs), including in emergencies.
- Details of the child ability to self-manage medication and appropriate arrangements for monitoring.
- An indication of support needs, staff training needs, expectations of staff roles and confirmation of staff proficiency from a health care professional for them to provide support for the child's medical condition and also cover arrangements for when key staff are unavailable.
- Who in school needs to be aware of the child's medical condition.
- Arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Information on any separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure that the child can participate.
- What to do in an emergency, including emergency contact and contingency arrangements.

## 5. Medicines

### Definitions

*Medication* is defined as any prescribed or over the counter medicine.

*Prescription medication* is defined as any drug or device prescribed by a doctor.

- 5.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 5.2 If this is not possible, prior to staff members administering any medication, the parents / carers of the child must complete and sign a parental agreement for the school to administer medicines form. Consent is given by completing an 'Administration of Medicines' form which includes instructions for administration, dosage and storage. See Appendix 3.
- 5.3 Where possible, medicines should only be administered at the college when it would be detrimental to a child's health or school attendance not to do so. If this is not possible, staff will administer medication during the school day at Brockington College.
- 5.4 No child will be given any prescription or non-prescription medicine without written parental consent, except in exceptional circumstances.
- 5.5 Where a pupil is prescribed medication without their parents /carers' knowledge, every effort will be made to encourage the pupil to involve their parents/carers while respecting their right to confidentiality.

- 5.6 No child under 16 will be given medication containing aspirin without a doctor's prescription. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- 5.7 Medicines must be in date, labelled, and provided in the original container with dosage instructions (except in the case of insulin which may come in a pen or pump).
- 5.8 A maximum of four weeks' supply of medication may be provided to the school at one time.
- 5.9 Controlled drugs may only be taken on the school premises by the individual to whom they are prescribed. Passing such drugs to others is an offence, which will be dealt with under the school Drugs Policy. Two members of staff are required to sign for the administration of a controlled drug to a young person.
- 5.10 Medications will be stored in a locked cupboard in the medical room.
- 5.11 Pupils will not be prevented from accessing their medication and they should know who holds the key to the medicine cupboard and where it is located, when required.
- 5.12 If a child refuses to take medication, staff should not force them to do so and parents/carers will be informed.
- 5.13 Any medications remaining at the end of the course of treatment will be returned to the child's parents/carers.
- 5.14 A 'sharps box' in the medical room will be used for the disposal of needles and other sharps.
- 5.15 Prior to giving a medication to a pupil, administering staff will check
- that it is the correct medication
  - the maximum dosage
  - when the previous dose was given.
- 5.16 Written records will be kept of any medication administered to children. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school. See Appendix 4.
- 5.17 Appendix 5 contains Brockington College 'Guidance for the Administration of Medicines' in school.

5.18 Brockington College cannot be held responsible for any side effects that may occur when medication is taken correctly.

5.19 During school visits the first aid trained member of staff will take responsibility for all necessary medicines and medical devices.

## **6. Emergencies**

6.1 Medical emergencies will be dealt with under the school's emergency procedures. See [Appendix 7](#)

6.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:  
What constitutes an emergency?  
What to do in an emergency?

6.3 Pupils will be informed in general terms of what to do in a medical emergency, such as telling a teacher.

6.4 If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents / carers arrive.

6.5 The school has a defibrillator for use in the event of sudden cardiac arrest (when the heart stops beating as this can happen to people of any age and without warning). If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. The defibrillator machine is used to give an electric shock to restart a patient's heart when they are in cardiac arrest.

6.6 The college holds an asthma inhaler for emergency use where parents have provided permission for its use in an emergency.

## **7. Avoiding unacceptable practice**

7.1 Brockington College understands the following behaviour is unacceptable:

- Assuming every child with the same condition required the same treatment or management.
- Ignoring the views of the child or their parent/carer.
- Ignoring medical evidence or opinion.
- Sending children with medical conditions home frequently or preventing them from taking part in activities at school, including lunchtimes, unless this is specified in their IHCP.
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record if their absences are related to their medical condition.

- Requiring parents / carers to attend school to administer medication or provide medical support including personal care. No parent/carer should be prevented from working because the college is failing to support their child's medical needs. This applies to participating in every aspect of school life, including school visits.
- Creating barriers to children participating in school life, including school trips and visits.
- Preventing children from drinking, eating or taking a toilet, or other break, whenever they need to in order to manage their medical condition effectively.
- Preventing children from easily accessing their inhalers and medication and administering their medication, when and, where necessary.

## **8. Insurance**

8.1 Brockington College ensures that an appropriate level of insurance is in place. Those wishing to have further details should contact the Business Manager.

8.2 Staff who undertake responsibilities within this policy are covered by the school's insurance.

## **9. Complaints**

9.1 Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with key staff from Brockington College.

9.2 If, for whatever reason, this does not resolve the issue details of how to make a complaint can be found in the college Complaints Policy.

**September 2017**

## Appendix 1 - Individual healthcare plan implementation procedure

Parent / carer or healthcare professional informs college that a child has a medical condition or is due to return from long-term absence, or that medical needs have changed.



School coordinates a meeting to discuss the child's medical needs and identifies members of staff who will provide support to the pupil



\*\*Meeting held with key school staff, parent/carer, child and any relevant healthcare professional to discuss and agree on the need for an IHCP



Develop IHCP in partnership with healthcare professionals and agree on who leads



School staff training needs identified



Training delivered to staff and review date agreed



IHCP implemented and circulated to relevant staff



IHCP reviewed annually or when condition changes. Parent/carer, healthcare professional or School Health Coordinator to coordinate. Back to \*\*

## Appendix 2: Brockington College Individual Health Care Plan Template

Child's name

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information - attach SIMS details

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

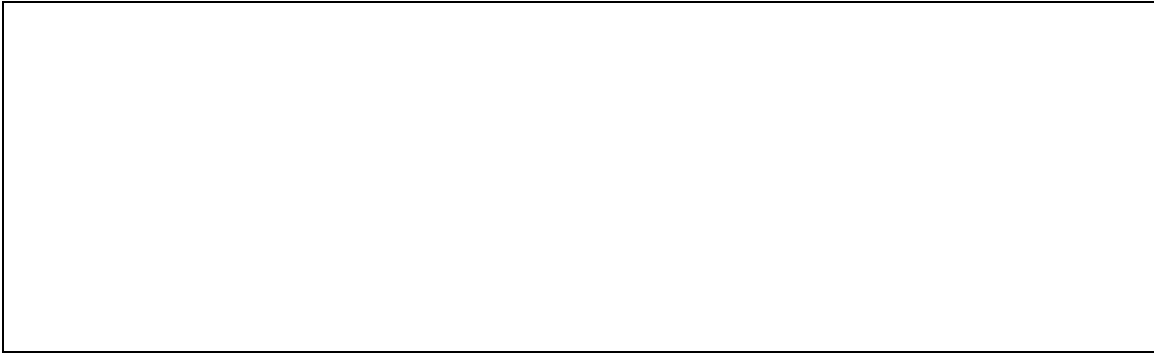
Phone no.


Who is responsible for providing support in school

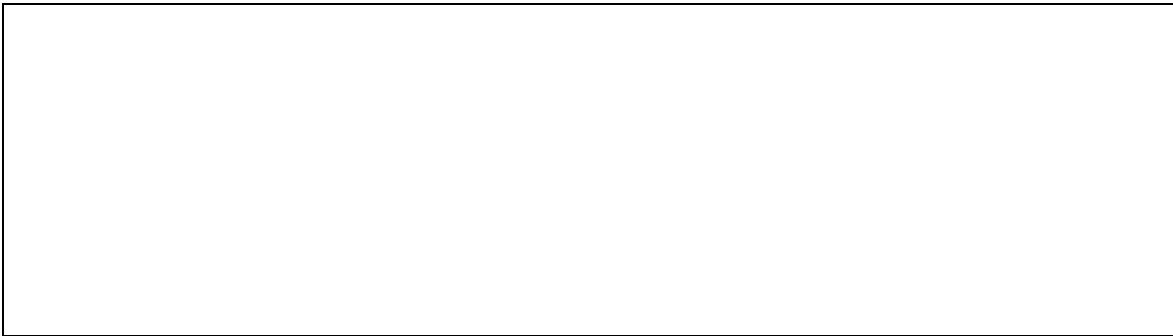
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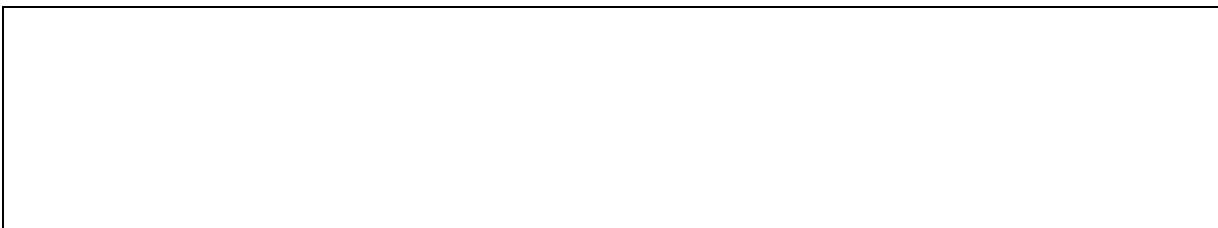
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.



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



Daily care requirements



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



Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## Appendix 3 - Brockington College Administration of Medicine Form

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

Name of child:	
Date of birth:	
Tutor group:	
Medical condition or illness:	
Reason for Medication:	
Date for review of medication:	To be initiated by
Medicine ( <i>as described on the container</i> ):	
Expiry date:	
Dosage and method:	
Times of Administration:	
Special precautions/other instructions:	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n:	
Procedures to take in an emergency:	
Name of person completing this form:	
Relationship to child:	

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school to administer medicine in accordance with their 'Supporting Children with Medical Conditions' and 'Administrations of Medicines' Policies. 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 no longer required. I have read the Guidance Notes overleaf.

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



## Appendix 5: Brockington College Guidance for the Administrations of Medicines in school

We appreciate that sometimes it will be necessary for your child to take medication during the school day. It is **very important** that **ALL** medicines are stored and administered safely. Staff administering any medicines to your child will be expected to follow the following procedures.

### Parents / carers **must** provide the following information:

- The reason for the medicine (including any diagnosis)
- The amount to be taken (i.e. 1 tablet / 5 mls )
- Dosage (i.e. 500 mg-per tablet)
- Duration that the medicine should be taken (i.e. 7 days)
- Time for medication to be given (avoiding lesson times, unless medically essential)
- Expiry date and batch number on the medicine
- The original packaging / label (you may reduce the amount of tablets / liquid to keep at home)

### Please note we are unable to:

- Accept handwritten notes or incomplete consent forms
- Administer medication if unsafe to do so
- Store large amounts of medicine
- Administer medication if your child is unwilling to take it



### Pupils must:

- Present themselves to the first aid room to take their medicine, as instructed by parent /carers or a healthcare professional
- Not carry medicine around the school, unless they have a medical form instructing them do so (pupils found in possession of medicines without the form will be asked to give this to the school Health Co-ordinator for safekeeping, until you are able to collect it).
- Not 'share' their medicine with other pupils

Please call if you have any questions about the administration of medicines:

**School Health Coordinator (s): Mrs Fran Childerhouse & Mr Simon Setchell**

**Contact details: 0116 286 3722 (ext 109)**

## Appendix 6 -Staff training record – administration of medicines

Name of school/setting:

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Name:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

--

Profession and title:

--

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

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

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

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

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

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

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

## Appendix 7 - Contacting emergency services

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

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

- Your telephone number 0116 2836722
- Your name
- Your location as follows:
  - Brockington College**
  - Blaby Road
  - Enderby
  - Leicestershire
  - LE19 4AQ
- 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 state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## Appendix 8 - Model 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 pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases evidently 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 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 include add details of team. Please let us know if you would like us to invite any medical practitioner, healthcare professional or specialist to the meeting and where possible it would be helpful if you provide any evidence you would like us to consider at the meeting as soon as possible.

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

Yours sincerely,