

Diocese of Ely Multi-Academy Trust

# Supporting pupils with medical conditions policy

## Policy version control

Policy type	DEMAT Trust policy
Author	Caroline Jupp
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Approved by	Standards & Ethos committee
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Review	ANNUAL  Policies will be reviewed in line with DEMAT's internal policy schedule and/or updated when new legislation comes into force.
Description of changes	<p>Section</p> <ul style="list-style-type: none"> <li>7. <b>Addition:</b> This policy meets the requirements under <a href="#">Section 100 of the Children and Families Act 2014</a>, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.</li> <li>12. <b>Addition:</b> Safeguarding will always be at the centre of decision making when administering medication.</li> <li>Medicines will be stored in a secure location. Medication that needs to be stored in a cool fridge should be kept in a separate, lockable fridge.</li> </ul> <p><b>Replaced with:</b></p> <p>All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.</p> <ul style="list-style-type: none"> <li><b>This sentence has been added:</b> Medicines should not be given on an ongoing basis, unless prescribed by a doctor.</li> </ul>

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## 1. Definitions

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

- **Short-term** affecting their participation at academy because they are on a course of medication.
- **Long-term** potentially limiting access to education and requiring on-going support, medicines, or care while at academy to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

It is important that parents/carers feel confident that the academy will provide effective support for their child's medical condition and that pupils feel safe.

Some children with medical conditions may be considered disabled. Where this is the case local governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or Education, Health, and Care Plan (EHCP). Where this is the case, this policy should be read in conjunction with the SEND Code of Practice (2015), the DEMAT SEN policy, and Academy SEN Information Report.

## 2. Application of this Policy

The policy is applicable to all employees (permanent and temporary) of DEMAT. Where applicable, it is also applicable to all volunteers supporting DEMAT.

The above definitions are included for reference purposes for both Academy and Central Team staff to enable clarify and transparency when applying this policy.

## 3. Relationship with DEMAT Values

The application of this policy must be always applied in a way that reflects the values of DEMAT and its Christian Ethos:

Love – We engender love and tolerance between and for our staff, pupils, and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our academies are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe, and secure place for our staff and pupils to be happy and respected in our academies so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our academies offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives

## 4. Associated Policies and Documents

Children and Families Act 2014  
Equalities Act 2010  
Health and Safety (First Aid) Regulations 1981  
Accessibility plan

DEMAT Attendance Policy  
 DEMAT Complaints Policy  
 DEMAT First aid Policy  
 DEMAT Health and safety Policy  
 DEMAT Safeguarding Policy  
 DEMAT Special educational needs policy  
 SEND Information Report

First Aid in schools, early years, and further education (DfE)

DEMAT Health & Safety policy

## 5. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval	Date of review
1.	Published	DEMAT Inclusion Lead	CEO	Board	January 2025	January 2026

This policy will be reviewed annually.

## 6. Purpose and Scope

The purpose of the policy is to ensure that:

- Pupils, staff, and parents/carers understand how DEMAT Academies will support pupils with medical conditions.
- Pupils with medical conditions are supported to allow them to access the same education as other pupils, including trips and sporting activities.

## 7. Policy Statement

This policy has been drawn up in accordance with the DfE guidance *Supporting Pupils at Academies with Medical Conditions (Dec 2015)*.to ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities.

**Addition:** This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

DEMAT Academies will:

- Provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role in supporting pupils with medical conditions, including the procedure in an emergency.
- Identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at an Academy with medical conditions, including pupils, parents/carers, staff, healthcare professionals, Headteachers, and Local Governing Bodies
- Ensure procedures are followed to limit the impact of pupils' educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on site and during off site trips.

## 8. Key roles and responsibilities

### 8.1 The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to academies and their staff to ensure Individual Healthcare Plans (IHP) and Educational Health Care Plan (EHCP) are effectively delivered.
- Working with Academies to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of the Academy for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

### 8.2. DEMAT Trust Board is responsible for:

- Ensuring this policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring arrangements are in place to support pupils with medical conditions
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability, or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions can play a full and active role in all aspects of academy life, participate in Academy visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.

### 8.3. The Local Governing Body is responsible for:

- Handling complaints regarding this policy as outlined in the Academy's Complaints Policy.

### 8.4. The Headteacher is responsible for:

- Ensuring staff have access to information, resources, and materials.
- Ensuring SmartLog records are kept of all medicines administered to pupils.
- Ensuring that relevant training is delivered to staff who will have responsibility to support children with medical conditions and that they are competent to do so.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of the Academy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Oversight of developing Individual Healthcare Plans (IHPs).
- Ensuring enough trained members of staff are available to implement the policy and deliver IHPs in normal, contingency, and emergency situations.

- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy.
- Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring continuous two-way liaison with medical staff and Academy staff in the case of any child who has or develops an identified medical condition.
- confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care.

#### 8.5. Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Ensuring pupils are unable to access medication brought in by staff for staff use.

#### 8.6. Other Healthcare Professionals

Other healthcare professionals, including GPs, paediatricians, and mental health professionals, may communicate with academies when a child has been identified as having a medical condition that will require support at the academy. They may provide advice on developing individual healthcare plans (IHP) on the following ways:

- Specialist local health teams may be able to provide support in academies for children with conditions (e.g., asthma, diabetes, epilepsy).
- Developing and collaborating in the writing of an IHP in anticipation of a child with a medical condition starting Academy.
- Notifying the Academy when a child has been identified as requiring support in an Academy due to a medical condition at any time in their Academy career. Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaising on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Headteacher in identifying and training needs and suitable providers of training.

#### 8.7. Parents and carers are responsible for:

- Keeping the Academy informed about existing or new medical conditions or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into the Academy.

- Providing the Academy with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with emphasis on, they or a nominated adult, being always contactable.

#### 8.8. Pupils are responsible for:

Where appropriate and possible in line with age-related expectations:

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- Complying with the IHP and self-managing their medication or health needs, including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

### 9. Training of staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions Policy' as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.
- Medicines should only be administered at an Academy when it would be detrimental to a child's health or their attendance not to do so.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition.
- The Academy will keep a record of medical conditions supported, training undertaken, and a list of teachers trained to undertake responsibilities under this policy.
- Training for specific conditions may be available via external websites for example: [www.asthma.org.uk](http://www.asthma.org.uk) [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk); [www.epilepsy.org.uk](http://www.epilepsy.org.uk)
- The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

## 10. Medical conditions register / list

- Academies' admission forms request information on pre-existing medical conditions.
- Parents are asked to inform the Academy and can do so face to face, over the telephone or in writing or by emailing the Academy office at any point in the Academic year if a condition develops or is diagnosed.
- The Academy will consider seeking consent from GPs to have input into the IHP and to share information for recording attendance.
- A medical conditions list or register is kept, updated, and reviewed regularly by the nominated member of staff. Each class should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis. Parents should be assured that data sharing principles are adhered to.
- For pupils on the medical conditions list at key stage transition points meetings should take place in advance of transferring to enable parents/carers, the Academy, and health professionals to prepare an IHP and train staff if appropriate.

## 11. Individual Healthcare Plans (IHPs)

- Where necessary (the Headteacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed by the medical / healthcare professionals in collaboration with the pupil, parents/carers, Headteacher, and Special Educational Needs Coordinator (SENCo).
- The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher will consider the following when deciding what information to record on IHPs:
  - The medical condition, its triggers, signs, symptoms and treatments
  - The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
  - Specific support for the pupil's educational, social and emotional needs. For example, 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
  - The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
  - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
  - Who in the school needs to be aware of the pupil's condition and the support required
  - Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
  - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
  - Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition

- What to do in an emergency, including who to contact and contingency arrangements
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under the Information Commissioner's Office (ICO) advice for displaying IHP as visitors /helpers etc. may enter. If consent is sought from parents/carers, a photo and instructions may be displayed. A more discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Plans will be developed with the pupil's best interests in mind and will set out:
  - What needs to be done
  - When
  - By whom
- IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and the academy is needed to ensure that the IHP identifies the support the child needs to reintegrate.

## 12. Administering Medicines

- **Addition:** Safeguarding will always be at the centre of decision making when administering medication.
- Medicines will only be administered in the Academy when it is detrimental to a child's health or attendance not to do so.  
**Medicines should not be given on an ongoing basis, unless prescribed by a doctor** (see *First Aid Policy for further guidance*).
- The Academy will not administer prescription or non-prescription medicines to any child without parent's written consent.
- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequency that allow the pupil to take them outside of academy hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign parental consent to administration of medicine form.
- The Academy will support the administration of non-prescription medicines, over the counter medicines (OTC) following prior written permission by the child's parent/carer.
- Medicines must be labelled in date and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency and may be administered by academy staff in accordance with the prescriber's instructions.
- Medicines will be stored in a secure location. Medication that needs to be stored in a cool fridge should be kept in a separate, lockable fridge.

All medicines will be stored safely. Pupils will be informed about where their medicines are and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

- Any medications left over at the end of the course will be returned to the child's parents for safe disposal, including sharps in sharp's boxes.
- Records will be kept on SmartLog of any medication administered to children, including what, how, how much was administered, date and time and by whom. The Academy will also record any side effects noted, with parents receiving an email of this information direct from SmartLog. Pupils will never be prevented from accessing their medication.
- When available general posters about medical conditions (diabetes, asthma, epilepsy etc.) will be displayed, for example in staff rooms.
- The Academy cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil to take medicines or force a pupil who refuses to comply with their health procedure, e.g., physio. The resulting actions will be clearly written into the IHP which will include informing parents.

### 13. Record Keeping

Records of all medicines administered to individual children will be recorded in Smartlog, detailing what, how and how much was administered, when and by whom.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed. Parents will be informed when their child has been unwell at Academy.

- Signed written records of parental agreement for setting to administer medicine will be kept (see template B).
- Signed written records of staff training regarding administration of medicines will be kept (see template C).

### 14. Disposal of Medicines:

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term.

### 15. Off-site Procedures

Each Academy will assess what reasonable adjustments can be made to enable pupils with medical needs to participate fully and safely during off-site trips. Wherever possible, arrangements will be put in place to ensure that all children with medical conditions can access all Academy activities unless it is unsafe or advisable for them to do so in which case medical advice is sought.

All staff members should be aware of how the pupil's individual medical condition will impact their participation but should allow enough flexibility for pupils to participate according to their own abilities unless evidence from a GP or other medical professional states otherwise.

A risk assessment will be carried out by a member of the Senior Leadership Team prior to the off-site trip, to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

Parents will be consulted where necessary in addition to the normal IHP requirements for the academy day.

## 16. Emergencies

Where a child has a healthcare plan it will clearly state what constitutes an emergency for that child and steps to take.

If a pupil needs to go to hospital a member of staff should go with them and remain with them until a person with parental responsibility arrives.

## 17. Avoiding unacceptable practice

The following behaviour is unacceptable in the Academy

- Preventing children from easily accessing their inhalers and medication and not administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents/carers or ignoring medical evidence or opinion. Sending pupils home frequently or preventing them from taking part in activities at Academy.
- Sending the pupil to the medical room or Academy office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition, please refer to the Attendance Policy.
- Making parents feel obliged or forcing parents to attend Academy to administer medication or provide medical support, including toileting issues.
- Creating unnecessary barriers to children participating in Academy life, including trips. (Although if parents wish to and can accompany their child they may be encouraged to do so.)
- Refusing to allow pupils to eat, drink or use the toilet when they need to manage their condition.

## 18. Insurance

All DEMAT Academies are members of the Department for Education's Risk Protection Arrangement (RPA).

## 19. Complaints

Should parents or pupils be dissatisfied with the support a DEMAT academy has provided, the initial concern should be raised with the Headteacher. If the concern cannot be resolved with the academy directly, a formal complaint can be made via the DEMAT complaints procedure, which is accessible from the Academy website or on request from the Academy office.

## Appendix 1 - Developing Individual Healthcare Plans (IHP)

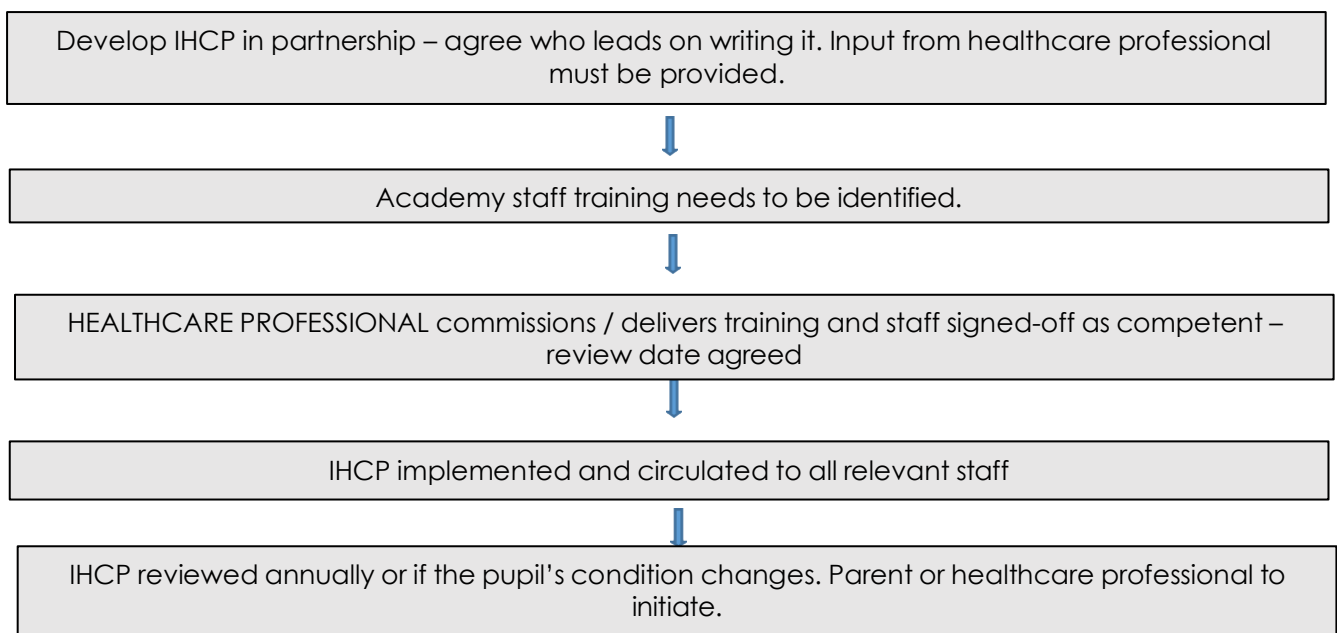
When deciding whether an IHCP is appropriate and proportionate, academies should follow the steps below:

### Stage 1 – Gathering the information

- The Headteacher or senior member of staff co-ordinates a meeting between the Academy, healthcare professional and parent to discuss the medical support needs of the pupil.
- Pupils should be involved when possible
- The meeting should ascertain whether an IHCP is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, to whether an IHCP would be suitable. However, the Headteacher is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
  - whether there is a high risk that emergency intervention will be needed.
  - whether the medical condition is long-term and/or complex.
  - whether the child is returning to academy following a period of hospital education or alternative provision (including home tuition).
  - whether medical conditions are likely to fluctuate.
- A member of the academy staff will be identified as being the person who will provide support to the pupil.

### Stage 2: Developing an IHCP

The purpose of an IHCP is to capture steps which the academy will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Once the decision has been made to create an IHCP the outlined process should be followed: See appendix [A] for DEMAT's IHCP pro-forma.



## Template A: Individual Healthcare plan

Name of Academy/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Relationship to child

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 academy

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

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

Daily care requirements

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

Arrangements for academy 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

Date	_____
Review date	_____
Parent's Signature	_____
Date	_____
Head Teacher's signature	_____
Date	_____

**This will be reviewed at least annually or earlier if the child's needs change**

## Template B: parental agreement for setting to administer medicine

The Academy/setting will not give your child medicine unless you complete and sign this form

Date for review to be initiated by

Name of Academy/setting

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

Are there any side effects that the  
academy/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the  
medicine personally to

I understand that I must deliver the  
Medicine to the academy office

[agreed member of staff]

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

Date \_\_\_\_\_  
Review date \_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Head Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

**This will be reviewed at least annually or earlier if the child's needs change**

## Template C: staff training record – administration of medicines

Name of Academy/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


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

Trainer's signature

Date

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

Staff signature

Date

Suggested review date



## Template D: 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 numbers
- your name
- your location as follows [insert Academy/setting address]
- state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the patient within the Academy setting
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of 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

## Template E: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

### 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 Academy's policy for supporting pupils at Academy 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 between the Academy, 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 most 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 Academy 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 [INSERT DATE]. I hope that this is convenient for you, and I would be grateful if you could confirm whether you are able to attend.

The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Decorative curved lines in yellow, orange, and teal at the bottom right of the page.