



Stowupland High School

OUTSTANDING PROGRESS FOR ALL

Supporting Students at School with Medical Conditions

History:

Date of Review	Committee	Lead	Next Review	Comments
Autumn 2017	Local Governing Body	Director of Inclusion	Autumn 2020	
March 2023	Local Board	AHT Inclusion	March 2025	
March 2025	Rapid Improvement Board	AHT Inclusion	September 2026	

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1. Aims

Stowupland High School is an inclusive community striving for “Outstanding Progress for All”. The school is committed to ensuring that students with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

1.1. The aims of this policy are:

- To comply with the statutory guidance, ‘Supporting pupils at school with medical conditions (December 2015)
- To fulfill the School’s duty of care to students and staff
- To ensure that students with medical conditions can access and enjoy the same opportunities, at school, as any other child
- To ensure that all staff understand the common medical conditions that affect students at our school
- To ensure that all staff who need to know are made aware of students with serious medical conditions and have access to individual healthcare plans, if required
- To ensure that all staff understand their duty of care to students in the event of an emergency (see Appendix A)

1.2 Definition of medical condition

Students’ medical conditions may be summarized as being of two types:

- a) Short-term affecting their participation in educational activities while they are on a course of medication (requiring a Medical Information parental agreement Form)
- b) Long-term potentially limiting their access to education and requiring extra care and support (in some cases requiring an Individual Healthcare Plan).

2. Roles and Responsibilities

2.1 Parents/carers

The prime responsibility for a child’s health, if they are under 18, lies with the parent who is responsible for the child’s medication and should supply the school with all relevant information.

Parents and carers will:

- Inform the School if their child has a medical condition
- Complete the enrolment form when students join the school and give details of any health conditions, health issues or other needs relating to their child
- Contribute to any individual healthcare plan in partnership with the School and a relevant healthcare professional (Appendix B)
- Inform the School of any medication their child may need during school hours. Written consent is required from parents if a member of staff is required to administer medication (see Appendix D. Form 2)
- Provide consent via the Health Care Plan if your child could require medication in an emergency and ensure this information and medical advice has been given to the school prior to entry, or as soon as a medical condition presents itself
- Ensure that all medication:
 - is in date
 - Correctly labeled
 - provided in the original packaging
 - dispensed by a pharmacist and if it is a prescription only medicine, parents/carers must ensure that all medication/s in school include instructions for administration, dosage and

storage

- Inform the school of any change to their child's condition and provide updated information on their child's Individual Health Care Plans, sharing these with school
- Ensure that Individual Health Care Plans are updated regularly and at least annually in liaison with all healthcare professionals and school
- Keep their child at home if they are not well enough to attend
- Provide confirmation from a relevant healthcare professional of their child's fitness to attend school, if requested to do so

2.2 As a school, we will:

- Designate a named person to oversee the effective implementation of this policy and training requirements
- Ensure that a first aider is available in school at all times
- Ensure this policy promotes inclusion and complies with the Equality Act 2010 and the Special educational needs and disability (SEND) code of practice
- Ensure effective liaison between parties, e.g. students, parents, staff and relevant healthcare professionals
- Ensure that staff communicate with the Medical Needs Administrator or the SLT if they believe a student may need an IHCP.
- Ensure that risk assessments are completed and updated for any student with medical conditions on residential visits, work placements or alternative provisions
- Ensure that Individual Health Care Plans are updated regularly and at least annually in liaison with all healthcare professionals, parent/carers and their child or earlier if the child's need have changed
- Encourage students, after discussion with parents/carers to take responsibility for managing their own medicines/procedures if they are competent to do so (where an individual healthcare plan is in place, this will be reflected in the plan)
- Provide an appropriate level of supervision to students who can take their medicines/manage their procedures themselves and ensure that the DfE guidance on managing medicines in school is adhered to
- The school will not force students to take medicine or carry out procedures. However, where an individual healthcare plan is in place, it should include the process to be followed if a student refuses to take their medicine/carry out a necessary procedure
- Ensure that all staff, including new staff and supply staff, are aware of the School's policy for supporting students with medical conditions and their role in implementing this policy.
- Ensure that all students with medical conditions are actively encouraged to take part in out of-School clubs and team sports, and in part time timetables (only used rarely as part of reintegration into a full time provision).
- Respect student confidentiality, as far as possible, and only share information about medical conditions on a need-to-know basis
- Make staff, including supply staff, aware of the most common serious medical conditions students have in school and provide staff with updated information on our school system, Arbor
- Ensure that staff, including supply staff, understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are aware that they are required, under common law duty of care, to act like any reasonably prudent parent
- Provide relevant training and refresher training for staff, which is planned carefully according to need. in line with relevant NHS or local and national Government guidance
- Develop a plan for how CPD is identified, reviewed and regularly updated, based on the medical needs of students at the school and the staff who work with them.
- Provide posters, for the most common serious conditions at this school, detailing the action staff need to take in an emergency and ensure that these are displayed in prominent places (see Appendix A: 'Contacting the Emergency Service')
- Accompany a student if a parent/carer is not available and they need to be taken to hospital and remain with them until a parent/carer arrives. (The school tries to ensure that the staff member will

be someone that the student knows). Please note: staff will not take students to hospital in their own car

- Individual Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help. Individual Healthcare plans are made available for key staff
- Ensure that procedures are in place for any transitional arrangements between schools/colleges, and for any new starters outside the normal transition period..
- Create a schedule for the review of medications, checking they are in date, who has completed the review and when the next review will take place.

The School understands that, in reference to the student's individual healthcare plan, it is not generally acceptable practice to:

- Prevent students from accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents or ignore medical evidence or opinion
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan
- Send students with medical conditions to the office or medical room unaccompanied or with someone unsuitable
- Penalize students for their attendance if their absences are related to their medical condition, e.g.hospital appointments. However, evidence of those appointments may legitimately be requested by the School
- Prevent students from drinking, eating or taking toilet breaks or other breaks whenever they need to in order to manage their medical conditions effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up work to support their child's medical needs at school
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

2.3 First Aiders will

- Assist casualties with common injuries or illness
- Contact parents/carers
- When necessary ensure that an ambulance or other professional medical help is called
- Provide a prompt and appropriate response in case of illness or emergency
- Always wear single use disposable gloves when handling blood or body fluids during First Aid procedures
- Ensure a written record is maintained of all medicines administered to individual students (Appendix E), stating what, how and how much was administered, when and by whom
- Ensure Incidents of administration of First Aid are recorded in the Record of First Aid Treatment form (Appendix F)
- Replenish first aid equipment regularly
- Provide First Aid support on residential visits, as required.

2.4 Role of The Principal:

- Ensure that everyone in the school is aware of the policy and that they understand their role in its implementation.
- Ensure that a named individual on-site, oversees the support of pupils with medical needs. In this policy they will be referred to as the Medical Needs Administrator..

- Ensure that the school liaises with relevant partners, including, (but not limited to), parents/carers, pupils and NHS staff in the delivery of this policy.
- Ensure that written records of any and all medicines administered to individual Students are held appropriately and according to protocol
- Ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained.
- Acknowledge that any member of school staff may be asked to provide support to pupils with medical conditions
- Ensure that the college takes appropriate steps to support students with medical conditions and that they familiarize themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Will be conscious that students with medical conditions may be more at risk of bullying and isolation at school
- Will be mindful of the sensitivities around the students condition, and respect this confidentiality, except where it would endanger the student
- The Principal has overall responsibility for ensuring that IHCPs are developed in line with this policy.

2.5 Local Improvement Board

- The Local Improvement Board is responsible for approving this policy and has an oversight role for the implementation of the policy relating to students with medical conditions.

2.6 Students

Are best placed to identify their needs and with support from parents/carers, should be fully involved throughout the planning and implementation of any support planning process.

Students will:

- Treat other students with and without a medical condition equally
- Tell their teacher, tutor or nearest staff member when they are not feeling well
- Let a member of staff know if another student is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- Know how to take their own medication, where relevant and to take it when they need it
- Ensure a member of staff is called in an emergency situation and behaves carefully and appropriately.

2.7 School Nurse (NHS) / Other Healthcare Professionals

The School Nurse is responsible for notifying the school when a student has been identified as having a medical condition if this is at the point of transition from primary to secondary school, or if the student is moving to the school at a different time to the regular transition periods.. The School Nurse may provide advice and training if appropriate.

The Medical Support Administrator is responsible for alerting the school nursing service to any child who has a medical condition which has not yet been brought to the attention of the School Nurse.

Other healthcare professionals will liaise with the school around new diagnoses and on-going support for those who have long term conditions. Specialist advice, training and support can be provided as necessary e.g. briefing all staff on students with a specific type of Diabetes or Epilepsy.

2.8 Local Authority

The Local Authority is responsible for meeting the needs of individual students if mainstream schooling is no longer appropriate due to mental or physical health needs. The guidance to Local

Authorities says they should be ready to do this when a child has been away or will be away for 15 days or more due to health needs (consecutive or cumulative).

Further details can be accessed on this link: www.suffolklearning.com

3. Medical policy, procedures and guidelines

- The school will receive and fully consider advice from healthcare professionals and listen to and value the views of parents and students
- The school will follow advice from relevant healthcare professionals regarding training that will help ensure that all medical conditions affecting students at the school are understood fully
- When necessary, staff will follow the school's normal emergency procedures (for example, calling 999). All students with an Individual Healthcare Plan will have clear information set out within the Plan, detailing what constitutes an emergency and what action to take. If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance – see Appendix A
- Medicines will only be administered at school where it would be detrimental to a child's health or school attendance not to do so
- The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than in its original container. Prescription medicines will only be administered if a medication plan is in place and has been signed by a parent/carer
- The school will only accept non-prescribed medicines if these are in date, labelled with the child's name and provided in their original container, including instructions for administration, dosage and storage. Non-prescribed medicines will only be administered if a medication plan is in place and has been signed by a parent/carer. The school does not routinely administer painkillers.
- Written records will be kept of all medicines administered to individual student by First Aiders (Appendix E), stating what, how and how much was administered, when and by whom;
- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will be used for the disposal of needles
- A copy of every individual healthcare plan will be kept at a secure central place for each student and on Arbor
- Individual healthcare plans will be reviewed at least yearly or earlier if evidence is presented that the child's needs have changed
- When planning trips or visits, a risk assessment will be carried out to ensure that any steps needed to include students with medical conditions are taken, and that all required medications / equipment are obtained by the Trip Leader (in liaison with the Medical Needs Administrator).
- The school will request the permission of the parent and student before sharing any medical information with a third party
- Medication will not be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed. Painkillers will not be administered before 12 noon to prevent the risk of taking two doses too close together. Only one dose of painkillers will be administered per day, up to a maximum of three days, unless an individual student's healthcare plan states differently
- If a student needs to be taken to hospital and parent/carers are not available, staff will accompany them and stay until their parent/carer arrives.
- The school aims to be an inclusive environment and will therefore endeavour to obtain good attendance from all students, including those with medical needs. Staff will make reasonable adjustments to include students with medical conditions in lessons and in circumstances where this is not possible the school will liaise closely with parents/carers, students, health professionals and the Local Authority to consider any alternative arrangements to be put in place.
- The school will request authorisation for contacting medical professionals unless the school considers that disclosing this information would be detrimental to the student. For each student

with long-term or complex medication needs the school will ensure that an Individual Health and Care Plan (IHCP) is completed and shared, on a need to know basis, with relevant staff.

4. Arrangements for Residential Visits/Off Site Visits

- All parents/carers are required to complete and sign a residential visit form and return it to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current condition and their overall health including details about medication which is not normally taken during school hours;
- Residential Visit forms are taken by the relevant staff member on visits and for all out-of School hours activities where medication is required. These are accompanied by a copy of the child's Individual Healthcare Plan where relevant
- All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for written consent, giving staff permission to administer medication at night or in the morning, should this be required
- The residential visit form also details what medication and what dosage the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away
- Risk assessments are carried out prior to any out-of-school visit for those students with medical conditions/needs.

Factors considered include:

- How students will be able to access the activities proposed
- How routine and emergency medication will be stored and administered
- Where help can be obtained in an emergency.
- The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits and consideration is given if additional medication and facilities are normally available at school
- Risk assessments are carried out before students start any work experience or off-site educational placement or residential visits. The school will aim to establish and ensure, with parental and medical professional advice, that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.

5. Administering and Safe Storage of Medication at School

5.1 Emergency medication

Anaphylaxis

Emergency treatment for Anaphylaxis/allergies

The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices, known as EpiPens, contain a measured dose of adrenaline. Should a severe reaction occur, the EpiPen should be administered into the muscle of the upper outer thigh. The device is suitable to be used through clothing to avoid the requirement of removing trousers. However instructions are found on the side of each EpiPen and removal of denim jeans might be required, depending on the thickness of the denim. If an EpiPen is administered an ambulance will always be called and the parents/carers of the student notified at once. Once it is safe to do so, an incident form should also be completed and sent to the LA. Students who have severe allergies and have been prescribed the use of an EpiPen must carry their EpiPens in school with them at all times. A spare should be provided to the school and will be kept in the First Aid Room.

Emergency treatment for Asthma

Students with asthma must carry their specific medication on their person, unless agreed as part of a Student Medical Needs Management Plan. It is possible to hold spares on student's behalf if required in the First Aid Room and college owned devices can be used once parental permission has been given for those with diagnosed conditions and prescribed medications.

The school acknowledges that students attend the school with other medical conditions, not identified above. Appropriate planning, risk assessment and training will be undertaken to ensure appropriate emergency treatment and procedures are followed for such students.

Administration

- All students with medical conditions will have easy access to their emergency medication which is stored securely
- All students are encouraged to carry and administer their own emergency medication securely, when their parents and health specialists determine they are able to start taking responsibility for their condition. In these circumstances, all students will carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for any off-site or residential visits
- Students who do not carry and administer their own emergency medication will know where their medication is stored and how to access it
- Students who do not carry and administer their own emergency medication understand the arrangements for a suitably trained or informed member of staff to assist in helping them take their medication safely.

Safe Storage

- Emergency medication is readily available to students who require it at all times during the school day or during off-site activities. If the emergency medication is a controlled drug and needs to be securely stored, access to the medication is through secure procedures and not held personally by members of staff
- Most students at this school carry their emergency medication on them at all times; Students keep their own emergency medication securely and will be reminded to do so
- Students, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

5.2 Prescribed and non-prescribed medication

Administration

- All medication that has been defined as a controlled drug, even if the student can administer the medication themselves, is taken under the supervision of a suitably trained and named member of staff
- Medication should only be taken as prescribed
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so
- The administration of medication, where no specific training is necessary, will only be administered with the written consent of the parent/carer with parental responsibility. If any member of staff is requested to administer prescribed and non-prescribed medication to students under the age of 16, this can only take place with the written and signed consent of the student's parent or carer with authority to do so
- All school staff have been informed through this policy that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This **may** include taking action such as administering medication and all due diligence must apply. Parental/carer/medical advice must be given to school prior to entry, if this is the case
- Parent/carers, whose child/children attend Stowupland High, understand that if their child's

medication changes or is discontinued, or the dose or administration method changes, that they should notify the school verbally and in writing immediately

- If a student refuses their medication, staff will record this and parents will be informed as soon as possible
- All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

Safe Storage:

- All non-emergency medication is kept in a restricted access area
- Staff ensure that medication is only accessible to those for whom it is prescribed
- There is an identified member of staff who ensures the correct storage of medication at school. At Stowupland High School this is the **Medical Needs Administrator**
- All controlled drugs are kept in a secure access area only named staff have access, even if students normally administer the medication themselves. Three times a year the identified member of staff checks the expiry dates for all medication stored at School
- The identified member of staff, along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name; the name of the medication; expiry date and the prescriber's instructions for administration, including dose and frequency
- Medication is stored in accordance with instructions, paying particular note to temperature
- Some medication for students at this School may need to be refrigerated. All refrigerated medication is to be stored in an airtight container and clearly labelled. The refrigerator used for the storage of medication is in a restricted access area and is, inaccessible to unsupervised students
- All medication is sent home with students at the end of the school year. Medication is not stored in school during the summer holidays
- It is the parent/carer's responsibility to ensure new and in-date medication comes into School on the first day of the new academic year.

5.3 Consent to Administer Medication:

- If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Individual Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required
- All parents/carers of students with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan
- If a student requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the student's Individual Healthcare Plan. The school and parents/carers keep a copy of this agreement
- Parents/carers of students with complex medical conditions are all asked to provide consent at the start of the school year, on the Individual Healthcare Plan, if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

6. Individual Healthcare Plans

6.1 Development and storage of Individual Healthcare Plans

- Individual Health Care Plans are developed according to an annual calendar and in partnership between the school, parents, students and the relevant healthcare professional who can advise on a student's needs. The aim is to ensure that clarity is given to who will support the student's needs and

how the student will be supported. This school uses a Healthcare Plan to record important details about individual student's medical needs at School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. (See Appendix B: 'Healthcare Plan' and Appendix C: 'Letter to parents/carers accompanying the Healthcare Plan')

- If a student has a medical condition that requires medication during school hours, a medication form (with explanation notes) is sent to the student's parents/carers to complete. (See Appendix D 'Administration of Medicine in School')
- The parents/carers, healthcare professional and student with a medical condition will co produce the student's Individual Healthcare Plan, alongside the school Medical Needs Administrator.. Parents will review and return the completed and signed plan to the school. All relevant staff are made aware of any changing medical needs via the Medical Needs Administrator..
- A record of each Individual Healthcare Plan is held on a register in school and each plan is shared on a need to know basis with staff. The Medical Needs Administrator maintains the centralized record and shares information with staff as required
- The Medical Needs Administrator will liaise with parents, healthcare professionals and students to maintain up to date information on the student's Individual Healthcare Plan, ensuring that permission for administration of medication is detailed. Student voice is a feature in the creation of IHCPs.
- Parents are regularly reminded to update their child's Healthcare Plan and update school if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change
- Each Individual Healthcare Plan will contain a permission notice, to allow the Healthcare plan to be shared with external emergency care staff in the event of a medical emergency;
- This school seeks permission from the student and parents/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.
- Where a student has SEN but does not have an EHCP, their special educational needs will be recorded in their individual health care plan.
- A risk assessment will be completed for all students with an IHCP.

6.2 Use of Individual Healthcare Plans

Individual Healthcare Plans are used to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies - the school uses this information to help reduce the impact of common triggers
- Ensure this School's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency;● Remind parents/carers of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

7. Updating the Policy

- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures will be implemented after each review
- This school's medical condition policy is reviewed, evaluated and updated biennially unless new guidance or information from the Department for Education and Department of Health necessitates otherwise
- In evaluating the policy, the school seeks feedback on the effectiveness and acceptability of the

Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings

- The views of students with various medical conditions are actively sought and considered central to the evaluation process.

8. Complaints

Parent/carers with a complaint regarding the support or care given to their child should contact the Assistant Principal (Inclusion), in the first instance. If the concern raised is not resolved parent/carers will be directed to follow the school's complaints procedure.

9. Links to other Policies

For details on following policies, please visit [Stowupland High School - Policies](#) or contact enquiries@stowuplandhighschool.co.uk

- Trips and Visits Policy
- Students with Medical Conditions not Attending School
- First Aid Policy
- Accessibility Plan
- Attendance Policy
- SEND Policy

CONTACTING THE 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 **01449 674827**
- Your name.
- Your location as follows: **Stowupland High School**
Church Road
Stowupland
Stowmarket
IP14 4BQ
- 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.

Appendix B

Individual Healthcare Plan

Student:		Form:	
Address:		DOB:	
Medical Condition		Date:	

Family Contact Information

Priority One			
Name:			
Telephone Work:		Telephone Home:	
Telephone Mobile:		Relationship to Child:	

Priority Two			
Name:			
Telephone Work:		Telephone Home:	
Telephone Mobile:		Relationship to Child:	

Clinical Hospital Contact

Name:		Telephone:	
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GP Contact

Name:		Telephone:	
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Who is responsible for providing support in School?

Name:		Telephone:	
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Medical Needs: signs, symptoms, triggers, treatments, facilities, equipment or devices, environmental issues

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Medication

Name:		Dose:	
Method of Administration:		When to be taken:	
Side effects:		Self administered	YES / NO
Administered by (if not self):		Supervision:	YES / NO

Daily Care Requirements:	
Specific support for the student's education, social and emotional needs:	
Arrangements for School visits/trips etc:	
Other information:	

Who is responsible in an emergency:	
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Plan developed with:	
Staff training needed / undertaken:	

The above information is accurate at this time and I will inform the School immediately, in writing, if there is any change in my child's medical condition or medication.

Signed: Parent/Carer		Date:	
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Appendix C

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 school's policy, Supporting

Students with Medical Conditions', for your information. A central requirement of the policy is for an individual healthcare plan to be prepared for those students with complex medical conditions, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between 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 on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people].

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible. If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Medical Needs Administrator

Appendix D

ADMINISTRATION OF MEDICINE IN SCHOOL

IMPORTANT INFORMATION, PLEASE READ CAREFULLY

Parents/Carers are required to:

1. Complete all of Form 1 “Medical Consent Form”.
2. If you require the School to keep and administer medicines, you must complete and sign Form 2 “Parental agreement for School to administer medicine”.
3. If your child needs to carry their own medication in School, you must complete Form 3 “Request for child to carry his/her own medicine”.

Medicines must be delivered to the school office by a parent/carer or other responsible adult (i.e. NOT the student). They must be clearly labelled with the student’s name, contents name, dosage and any other instructions from the doctor.

If medication is required over long periods of time, any change in dosage or other arrangements should be notified by parents/carers. It is the responsibility of parents/carers to maintain supplies of medicines in School and to ensure that those supplies are within their expiry date.

This form MUST be completed by the parent/carer

Appendix D / Form 1

MEDICAL CONSENT FORM PLEASE PRINT CLEARLY

Student’s Full Name:	
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1. Medical Information

a. Does your son/daughter suffer from any conditions requiring medical treatment?		YES / NO
If YES, please give brief details:		
b. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious.		YES / NO
If YES, please give details:		
c. Does your son/daughter suffer from any allergies?		YES / NO
If YES, please give details including management and emergency protocol forms, if applicable.		
d. Please outline any special dietary requirements of your child:		

If you wish the School to retain your child's medicine and be supervised during administration of his/her medicine, please complete Appendix D / Form 2 "Parental agreement for School to administer medicine" including the "Legal Disclaimer" below. If you wish your child to carry and administer his/her own medicine, please complete Appendix D / Form 3 "Request for child to carry his/her own medicine" including the "Legal Disclaimer" below.

2. Declaration

I undertake to inform the School as soon as possible of any changes in the medical circumstances of my child whilst attending the School. I agree to authorise the Principal to approve such medical treatment for my child as is deemed necessary in an emergency. I may be contacted by telephone on the telephone numbers provided on the Student Information Form.

Signed: Parent/Carer		Date:	
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LEGAL DISCLAIMER

I understand that neither the Principal nor anyone acting on his/her authority, nor the Local Board will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Principal, the person acting on his / her authority or the Local Board, as the case may be.

Signed:		Date:	
Relationship:			

Only to be completed if your child takes prescribed medication in School

Appendix D / Form 2

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The School will not give your child medicine unless you complete and sign this form, and the Principal has agreed that School staff can administer the medication. Please read and sign the disclaimer below.

DETAILS OF STUDENT

Full Name:		Form:	
Address:		Condition or Illness:	

MEDICATION

Name/Type of Medication (as described on the container)		Dosage and method:	
Full Directions for Use:		Date Dispensed:	
Timing & Special Precautions:		Self Administration:	YES / NO
Side Effects:		Procedures to take in an Emergency:	

CONTACT DETAILS

Name of Parent/Carer:		Relationship to Student:	
Address:		Daytime Contact No:	

My child's doctor has prescribed the above medication.

I understand that I must deliver the medication personally to the School office. I accept this is a service which the School is not obliged to undertake.

Signed: Parent/Carer		Date:	
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LEGAL DISCLAIMER

I understand that neither the Principal nor anyone acting on his/her authority, nor the Local Board will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Principal, the person acting on his/her authority or the Local Board, as the case may be.

Signed:		Date:	
Relationship:			

Appendix D / Form 3

REQUEST FOR CHILD TO CARRY HIS/HER OWN MEDICINE

If an epi-pen is to be carried, prior arrangement with the School is required.

If staff have any concerns, discuss this request with healthcare professionals.

STUDENT DETAILS:

Full Name:		Form:	
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Address:		Condition or Illness:	
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MEDICATION:

Name/Type of Medication (as described on the container)		Dosage and method:	
Full Directions for Use:		Date Dispensed:	
Timing & Special Precautions:		Self Administration:	YES / NO
Side Effects:		Procedures to take in an Emergency:	

CONTACT DETAILS

Name of Parent/Carer:		Relationship to Student:	
Address:		Daytime Contact No:	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: Parent/Carer		Date:	
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LEGAL DISCLAIMER

I understand that neither the Principal nor anyone acting on his/her authority, nor the Local Board, will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Principal, the person acting on his / her authority or the Local Board as the case may be.

Signed:		Date:	
Relationship:			

Note; if more than one medicine is to be given, a separate form should be completed for each one.

Appendix E

RECORD OF MEDICATION ADMINISTERED TO AN INDIVIDUAL CHILD

Name of Student:		Form:	
Name and strength of medicine:			

Date medicine provided by parent:		Quantity received:		Expiry Date:	
Dose and frequency of medicine:					

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

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

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

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

Appendix F

First Aid Form to be completed for all times when first aid has been applied, and stored securely in the filing cabinet in the medical room PLEASE UPLOAD THE INFORMATION ON THIS FORM, ONCE COMPLETED, TO EVERY

Pupil Details (or Staff if relevant)	Pupil Name:				Form Class:		First Aider Details	Name:	
	Date:		Time Admitted:		Time Left:			Job Title:	
	Lesson:			Tutor:				Date:	

Injury / Problem: Please circle the body area affected and give further information where appropriate								
A	Head Injury							
B	Face	Mouth	Neck	Ear	Eye		Left	Right
C	Shoulder	Arm	Elbow	Wrist	Hand	Finger	Left	Right
D	Hip	Leg	Knee	Ankle	Foot	Toe	Left	Right
E	Back	Chest	Ribs	Stomach			Left	Right
F	Headache	Earache	Toothache	Stomachache	Eye Problem		Left	Right
G	Nosebleed	Breathing Difficulty		Asthma				
H	Generally Unwell:							
I	Further information:							

Incident: Please circle the the description(s) below and give details where necessary					
J	Medical Issue	Injury at Social Time	Injury in Classroom	Accidental	Deliberate
K	Details: This must be completed, even if additional details are recorded subsequently.				

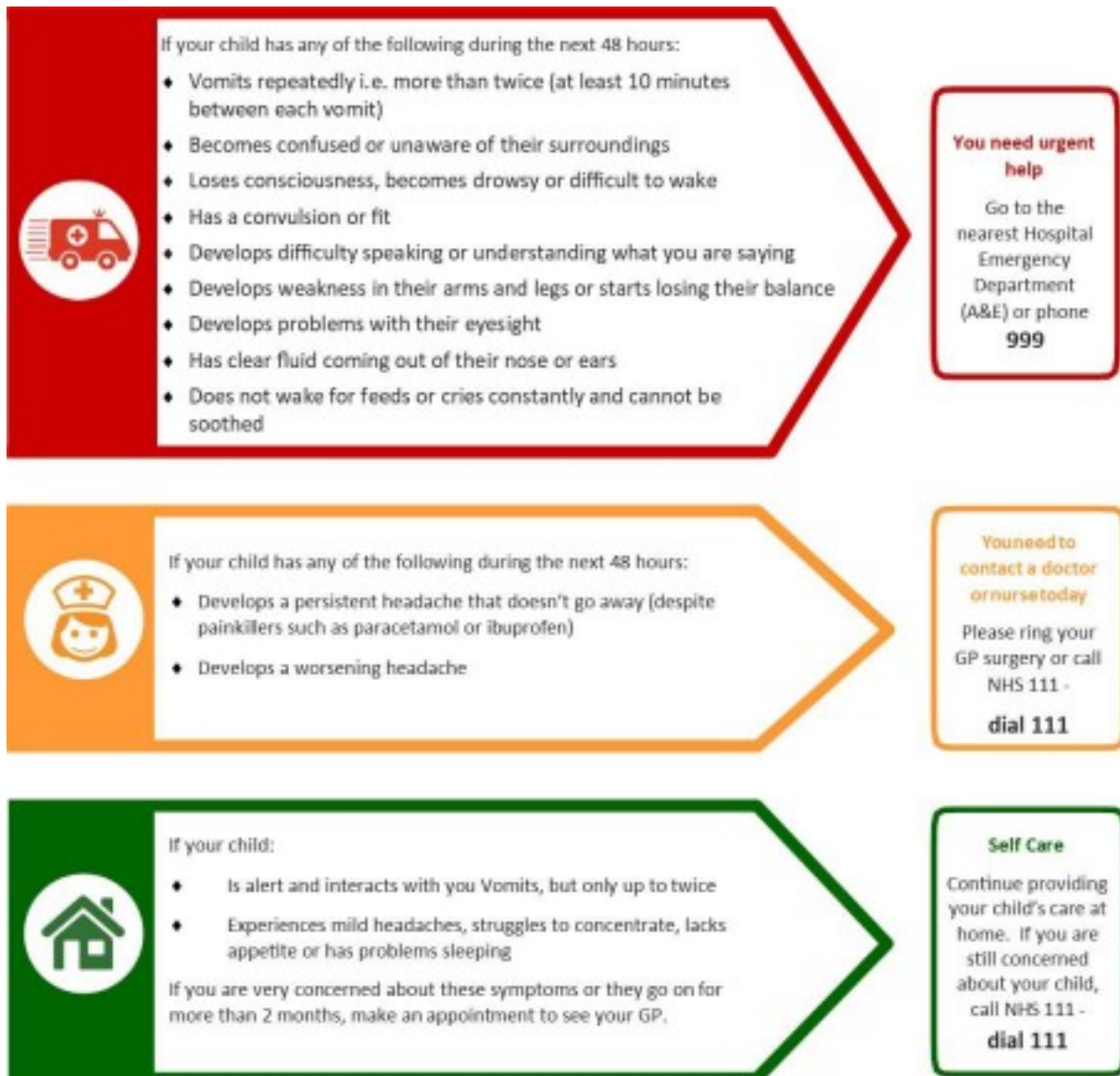
Action Taken: Please circle the action taken and complete sections where appropriate							
L	Water to drink	Washed area	Antiseptic wipe	Ice pack	Elevated area	Bandage	Plaster
M	Child sent back to class			Agreed by:		Time:	
N	Paracetamol (with parental permission)			Amount given:		Time given:	
O	Ambulance called:		Time called:		Time paramedics arrived:		
	Further action taken by paramedics:						

P	Contacted Parents / Carers:	Name of parent:		Time called:	
	Parent requested for child to be sent back to class:			Parent collected child at:	

School Office Use	Date Entered on Every:		Name:		Signed :	
	Any further action / follow-up:					

Head Injury Advice Note					
Pupil Name:		Date:		Time :	
Form Class:		Signed by First Aider:			
Name of Parent / Carer Informed:		Date:		Time :	

The holder of this note has had a head injury while at school today.



How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

Appendix G

Incident Report Form

for the recording of any reportable incident, disease or dangerous occurrence

Details of Incident / Near Miss

When and Where	Date of the incident / near miss		Time of incident / near miss	
	School or name place where incident happened		Room or area of incident / near miss e.g. dining hall	
	Address			
What happened	Incident details Describe in detail what happened, how it happened and what injuries the person incurred			
	Action taken Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
What next	Follow-up action required Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			

Details of person involved or injured in incident / near miss			
Name		Date of birth	
Role (pupil, staff, member of public, contractor etc)		Dates of absence (from - to)	

Signature (if possible)		Date signed	
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Details of any Witnesses

Name		Brief statement	
Role (pupil, staff, member of public, contractor etc)			
Email contact			
Telephone contact			

Details of Person Reporting the Incident / Near Miss			
Name			
Role		Place of work	
Email contact		Telephone	
Signature		Date	
Thank you for completing this form. Please now submit this form and a copy of the First Aid Form to the Oxlip Central Team on: enquiries@johnmiltonacademytrust.co.uk If you have any queries please ring: 01449 742422			

School Office Use	Date Entered on Every:		Name:		Signed	
	Any further action / follow-up:					

For completion by Oxlip Central Staff			
Date received		Any other actions	
Copy of First Aid Form included?			
Pass to H&S Adviser?			
Date passed on to H&S Adviser		Overseen by (name):	