

# Supporting Pupils with Medical Conditions Policy

## Heathcote School and Science College



<b>Approved by the Governing Board:</b>	<b>Summer 2025</b>
---	--------------------

<b>To be reviewed:</b>	<b>Annually</b>
------------------------	-----------------

<b>Next review due:</b>	<b>Summer 2026</b>
-------------------------	--------------------

## **Other Documentation**

This Policy should be used in reference with the following documents:

- SEND Policy
- Complaints Policy
- First Aid Policy
- Safeguarding and Child Protection Policy

## Contents

Statement of Intent .....	4
Key Roles and Responsibilities .....	4
Definitions .....	6
Training of Staff .....	6
The Role of the Pupil.....	7
Equal Opportunities .....	8
Being Notified that a Child has a Medical Condition .....	8
Individual Medical Healthcare Plans (IMHCPs).....	9
Medicines.....	10
Emergencies.....	11
School Trips and Educational Visits .....	11
Unacceptable Practice.....	11
Record Keeping .....	12
Insurance, Liability and Indemnity .....	12
Complaints .....	13
Appendices	
Appendix 1: Individual Medical Healthcare Plan Implementation Procedure.....	14
Appendix 2: Medical Plan for Pupils with Medical Needs .....	15
Appendix 3 Asthma Plan for Pupils .....	22
Appendix 4: Parental Agreement for a School to Administer Medicine Template.....	29
Appendix 5: Parental Consent to Pupil to use School Emergency Inhaler .....	30
Appendix 6: Parental Consent for Pupil to use School Emergency Auto-injectors ...	31
Appendix 7 Report Pupil Injuries / Risk Assessment Guidance .....	32
Appendix 8 Contacting Emergency Services .....	33
Appendix 9: Model Letter Inviting Parents to Contribute to Individual Medical Healthcare Plan Development .....	34

## **This Policy Aims to Ensure That:**

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- The governing board will implement this policy by:
  - Making sure sufficient staff are suitably trained
  - Making staff aware of pupil's condition, where appropriate
  - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Medical Healthcare Plans (IMHCPs)

The named person with responsibility for implementing this policy is Mr Neil Hutchins.

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.

It is also based on the Department for Education's statutory guidance: **Supporting pupils at school with medical conditions**.

## **Key Roles and Responsibilities**

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition should this be deemed required by the education and medical team at Heathcote School. This is supported by the Waltham Forest Nursing Team and any such pupils will be discussed with the School Nurse and medical professionals working alongside the child
- Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Heathcote School and Science College.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support pupils with medical conditions.

- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping records of any and all medicines administered to individual pupils and throughout the school population, such as vaccinations.
- Ensuring the level of insurance in place reflects the level of risk.

The Assistant Head teacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Heathcote School and Science College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making relevant staff aware of a student's medical condition.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IMHCPs in normal, contingency and emergency situations.
- Informing the school's HR Manager whenever there is a training need and ensuring that training is sourced, booked and attended by the relevant staff members.

The Medical Welfare Officer is responsible for:

- Ensuring that pupils presenting with medical conditions are managed appropriately and effectively on a day-to-day basis.
- Communicate with the parent/carers of those pupils in school that have reported with medical conditions and record these occurrences, such as medication administered or presentation of symptoms.
- Ensure that the school have up to date IMHCP's for all pupils that are requiring one and to seek further professional information or guidance as required when managing such medical conditions as outlined in the IMHCP.
- Liaise with the school nursing team and families regarding any concerns or uncertainties to ensure that the school are offering the best care and provision for children with medical conditions.
- Produce and distribute up to date overviews for staff to enable a wider staff body to be familiar with the schools most vulnerable pupils with medical conditions.
- To send reminders to parent/carers regarding administrative processes around the IMHCP's.
- Ensure medicine that is provided for IMHCP pupils is in date and securely stored and administered appropriately.

Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy. We can confirm that the insurance policy provides cover for the schools' legal liability to provide or failure to provide medical or paramedical services in connection with their responsibility as a school for:

- Emergency and/or first aid medical services by any member of staff
- the administering of drugs or medicines or procedures
  - pre-prescribed by a medical practitioner and
  - subject to any written guidelines

By any member of staff authorised by the school

- Contacting the school nursing service in the case of any child who has a medical condition. The school nurse allocated by our Local Healthcare provider is currently Ms. Florence Elikwu. Contact details are below;

Florence Elikwu  
 Agency School Nurse.  
 Tower Hamlet GP Care Group CIC  
 Chingford Health Centre,  
 109 York Road,  
 Chingford, E4 8LF  
 Mobile: 07701295150  
[Florence.elikwu2@nhs.net](mailto:Florence.elikwu2@nhs.net) (secure email)  
 SPA email- [thgpcg.wf0-19spa1@nhs.net](mailto:thgpcg.wf0-19spa1@nhs.net)  
 My working hours are Tuesday to Friday 9am – 5pm

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility and have had training and guidance from parents and/or professionals.
- Undertaking training to achieve the necessary competency for supporting pupils with specific medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Supporting with the provision for the disposal of medical waste for staff and pupils.
- No member of staff will be required to administer an injection unless they have received specific training.

The allocated school nurses through the Waltham Forest Nursing team are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Meeting pupils on Child Protection Plans regularly to undergo medical health checks.
- Advising the school regarding any pupils with IMHCPs and supporting the school with any further information to assist in the care of such pupils.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/pupils' health and subsequent medical healthcare plan.
- Completing a parental agreement for school to administer medicine form before bringing medication into school. (See appendix)
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/pupils prior to requesting that a staff member administers the medication.
- Where necessary, developing and updating the Individual Medical Healthcare Plan (IMHCP) Asthma Plan for their child in collaboration with the Medical Welfare Officer (Ms Michelle Heath), or a nominated representative and healthcare professionals.

- Carry out any action they have agreed to as part of the implementation of the IMHCP e.g. Provide medicines/asthma inhalers/auto-injectors/Diabetic or other such equipment.
- Supporting the school regarding any concerns raised about a pupil's self-management of their condition and/or subsequent medication or procedures.

## 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.

A “staff member” is defined as any member of staff employed at Heathcote School and Science College, including teachers.

## Training of Staff

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. This training will be in line with the needs of the pupils that require supporting throughout the school.

Training on common, potentially dangerous conditions such as Diabetes, Asthma, Allergies, Anaphylaxis and Epilepsy will be sourced, facilitated and attended by Heathcote staff on a regular basis. This is not an exhaustive list but will form the mainstay of the training regularly required.

In all circumstances training undertaken will be accredited or approved by medical professionals/medical bodies specific to the relevant condition.

The training will be identified during the development or review of IMHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the HR Manager and Assistant Headteacher overseeing medical provisions along with the school SENCO, Ms Jessica Overare. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Be guided by the demands of the medical conditions presented in school.
- Fulfil the requirements in the IMHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will be informed 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. This will be provided for new staff during their induction.

Teachers and support staff will receive information on the Supporting Pupils with Medical Conditions Policy as part of the IMHCP.

Allocated teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive regular, adequate training which will be recorded by the Human Resources (HR) team and held on the management information system record.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The HR administrator will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## **The Role of the Pupil**

Pupils who are **deemed** competent will be encouraged to take responsibility for managing their own medicines and procedures.

Medicines will be located in the main school office within a secure medical cabinet. This will be supervised at all times. Any controlled medications will be in a locked cabinet/ draw and the key is to be kept securely with the First aid team. Some pupils will take responsibility for collecting these at regular prearranged times as outlined on their medical plan. They will be supervised when taking their medication.

Pupils will be advised and shown how and where they are to discard any medical waste such as syringes, bandages, plasters, vials or tissues. All pupils must ensure that any 'sharps', such as Diabetic needles are discarded in medical sharps bins at main reception and 6<sup>th</sup> form reception. If a pupil is required to self-inject this must be done in a supervised space with a first aider in the close vicinity without compromising privacy.

Pupils should carry with them their own Asthma inhaler, spacer and/or Auto Injector and spares be provided to the school in case of emergency

If pupils **refuse** to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.

In circumstances whereby a pupil is deemed competent enough to self-medicate, this will be outlined in their IMHCP/ or Permission to administer medication form, and relevant authorisations will be sought from parent/carers and the necessary medical professionals if required. The school will in all circumstances be available to support any such pupil if the need arises.

The school will also support and store any medical equipment or device that a pupil may require in accordance with their IMHCP.

## **Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **Being Notified that a Child has a Medical Condition**

Once the school has been notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IMHCP.

It is important that any pupil with a diagnosed medical condition provide supporting medical evidence such as a letter from the GP, Paediatrician or medical specialist/professional. Without supporting evidence, we cannot accept any medical conditions stated on the form. However, where there are concerns that a child may have a medical condition, and is undergoing a referral, this will be noted on Arbor and a referral made to school nurse if appropriate.

In the case of children with Asthma, it is expected that children will have an up-to-date Asthma Plan and yearly reviews from their GP / Asthma Nurse and any inhalers or provided in the box with the prescription label clearly displayed with all details on the purchased asthma inhaler box. If it is found that a child has not had a yearly review then this will be asked by the medical officer to be conducted by parent/carer. Spacers should be used together with an Asthma Inhaler. We may request the support of the school nurse regarding chasing up of any concerning medical plans with parent/guardian consent.

Before authorising any child to be allowed to go home via cab/taxi, the parent/carer must provide written consent (such as email communication) that they wish the school to facilitate this arrangement and they will be paying the fees applicable to the cab/taxi firm or driver. Before staff are authorised to allow this, a member of the senior leadership team must have provided consent from a safeguarding perspective. Heathcote school reserve the right to refuse to facilitate this if for any reason we feel that this places the child at risk or there is a safeguarding risk involved.

This arrangement is very much a last resort and can only be insisted by a parent/carer if they feel that this is in the best interests of the child.

The school will communicate with all parents/carers at least annually to ensure that all medical records are kept up to date and any new information is logged and actioned as soon as the school has been notified.

The school will regularly remind parent/carers that any change in their child's medical circumstances such as medications or dosage remains their responsibility to inform the school in a timely fashion.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## **Individual Medical Healthcare Plans (IMHCPs)**

The Headteacher has overall responsibility for the development of IMHCPs for pupils with medical conditions. The role of lead for medical supervision is delegated to Mr N.Hutchins (DSL) and Ms J. Overare (SENCO).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's medical needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IMHCP. It will be agreed with a healthcare professional or the DSL as to whether the school require this to be completed. Parents will be involved in this decision. All IMCHP decisions must be based on medical evidence that is presented by the medical professionals and guardians. If there is not a consensus, the Head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IMHCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IMHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. In some cases, advice will be sought from medical professionals or the school nurse. The governing board and Mr Neil Hutchins (DSL)/Ms Jessica Overare (SENCO) will consider the following when deciding what information to record on IMHCPs:

- 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 and managing the process
- 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 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/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

## **Managing Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 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 a school to administer medicine.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. (email consent will suffice) The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.
- Pupils are not permitted to bring in medication themselves, or carry medication on them, with the exception of an Asthma Inhaler and or Autoinjector, Diabetic medication and / or equipment. Parent / Carer will need to bring in medications themselves or a nominated adult is permitted to bring medication into school on their behalf.

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription and parental permission.
- Medicines MUST be in date, labelled, 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.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001. These may only be taken on school premises by the individual to whom they have been prescribed and must be kept secure in the main school office, in some circumstances a pupil may have their own prescribed medication on their person if the school has deemed them responsible enough and competent enough to manage their own medication. In such cases the school must be informed by parent/carers that this is the case and this will be outlined in their IMHCP. Passing any medication or controlled drugs to others is an offence which will be dealt with under our Heathcote School Behaviour Policy.
- Medications will be stored in the Main Office and will be supervised at all times during the school day.
- Any medications left over at the end of the course will be returned to the student's parents/carers.
- Records will be kept of any medication administered to pupils.
- Pupils will never be prevented from accessing their prescribed medication unless there are extenuating safeguarding reasons, i.e. overdosing.
- Heathcote School and Science College cannot be held responsible for side effects that occur when medication is taken correctly.

## Allergies

During admissions parents are required to inform the school of any known food allergies that their child has. This information is recorded on our central system (Arbor) and goes to all relevant staff.

Parents should update this information if an allergy is diagnosed at any stage in their child's education. Parents must advise the school of the action that should be taken if their child develops the symptoms of an allergic reaction while in school. All members of staff are given the names of children who have specific food allergies through Arbor.

Photographs of pupils with severe food allergies are displayed in the canteen. If a child attempts to purchase food which has an ingredient that they are allergic to the tills highlight this at the point of payment and the child will be refused to purchase the item.

The school will provide training to enable appropriate staff to recognise the symptoms of an allergic reaction and to respond appropriately

## Emergencies

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

Medical staff and reception offices have radios in the event of an emergency.

Staff with radio's will communicate to the Senior leadership team that there has been a medical emergency and request first aiders attend the location.

Where an Individual Healthcare Plan (IMHCP) is in place, it should detail:

- What constitutes an emergency?
- What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher. If a student needs to be taken to hospital, a member of staff will remain with them until their parents/carers arrive.

## **School Trips and Educational Visits**

Heathcote School and Science College will endeavour to ensure that any pupil with a medical condition/s will be able to access educational visits and school trips. In all circumstances staff organising visits, trips and activities will make any reasonable adjustments to incorporate any pupils with medical conditions.

Members of staff organising any event, school trip or educational visit must consider the needs of all of the pupils in the targeted cohort. In the event of a pupil with a medical condition being in the considered cohort of pupils, staff must view the IMHCP in advance and speak to staff members' familiar with the pupil and their condition. In most cases this will be the school's Medical Welfare Officer, Ms Michelle Heath. Staff must notify the medical welfare officer at least two weeks in advance of any visits as far as possible. If required, there must be discussions about the trip/visit and adjustments considered to ensure inclusivity for all. Initial communications with the parent of the child would be expected to ensure their agreement or further recommendations.

Under no circumstances should the safety or well-being of the child be compromised to facilitate an educational visit/ school trip. In all cases where adjustments are required this must be documented in the Risk assessment by the trip organiser.

In the event of an educational visit taking place with a pupil who is at risk of an allergic reaction or an Asthma attack, trip staff will be provided with the emergency inhalers and/or auto-injectors to ensure that these are available should an incident occur. The provision of this emergency items will only be administered if the parent/carer has consented to the use of school's own inhaler and or auto-injector (appendix 5 and 6).

## **Unacceptable Practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IMHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children 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 IMHCPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition and medical evidence has been provided in advance, e.g. hospital appointments, clinical appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **Record Keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school or has required medical intervention.

All pupil IMHCPs are kept securely in Arbor, the schools MIS and these are accessible for all staff.

## **Insurance, Liability and Indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Policy No. QLA-01E230-0273

1. Name of policy holder: London Borough of Waltham Forest
2. Date of commencement of insurance: 1st April 2025
3. Date of expiry of insurance: 31st March 2026

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain Northern Ireland and the Channel Islands or the Isle of Man (b); and
2. the minimum amount of cover provided by this policy is no less than GBP 5 million (c);

Signed by Maven Public Sector for and on behalf of

XL Catlin Insurance Company UK Limited and Aviva Insurance Limited Authorised Insurers

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

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager, Julie Vazquez.

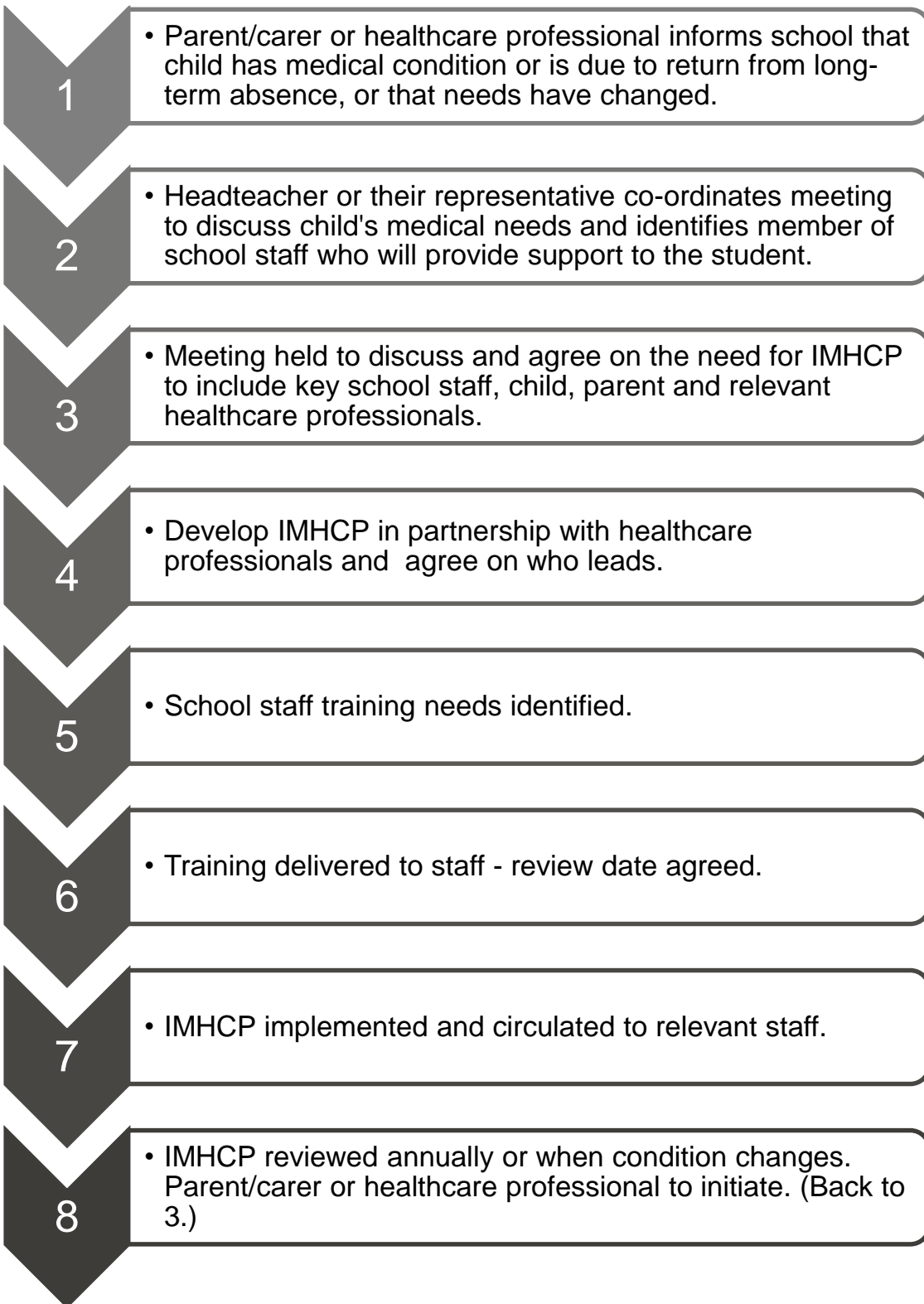
## **Complaints**

Parents with a complaint about the school's management of their child's medical condition should discuss these directly with the Head Teacher/ Assistant Head teacher overseeing the policy in the first instance. If the Head teacher/Assistant Head teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

The details of how to make a complaint can be found in the Complaints Policy.

## Individual Medical Healthcare Plan Implementation Procedure

Which of these should we adopt?



## Appendix 2

### Medical Plan for Pupils with Medical Needs

#### STUDENT DETAILS

	<b>Pupil Name</b>	
	<b>Year / Form Group</b>	
	<b>Date of Birth</b>	
	<b>Address</b>	
	<b>Medical Conditions</b>	
	<b>Today's Date</b>	

#### GP / HOSPITAL CONTACTS

<b>Family Doctor (GP)</b>	
<b>Family Doctor Address</b>	
<b>Phone Number</b>	
<b>NHS Number</b>	
<b>Hospital &amp; Consultant Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

**FAMILY CONTACTS**

<b>Contact 1 Name</b>			
<b>Relationship to Child</b>			
<b>Does this person have Parental Responsibility</b>	<b>YES / NO</b>		
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Number</b>	
<b>Email</b>			

<b>Contact 2 Name</b>			
<b>Relationship to Child</b>			
<b>Does this person have Parental Responsibility</b>	<b>YES / NO</b>		
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Number</b>	
<b>Email</b>			

<b>Emergency Contact Name</b>			
<b>Relationship to Child</b>			
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Number</b>	
<b>Email</b>			

## **MEDICAL CONDITIONS**

<b>Medical Condition 1</b>	
<i>Provide details of child's symptoms</i>	
<i>What are the Triggers?</i>	
<i>What Action is required?</i>	
<i>Describe what constitutes an emergency for the child, and the action to take if this occurs?</i>	

<b>Medications (at home)</b>		<b>Medications (at school)</b>	
1		1	
2		2	
3		3	
4		4	

<b>Medical Condition 2</b>	
<i>Provide details of child's symptoms</i>	
<i>What are the triggers?</i>	
<i>What Action is required?</i>	
<i>Describe what constitutes an emergency for the child, and the action to take if this occurs?</i>	

<b>Medications (at home)</b>		<b>Medications (at school)</b>	
1		1	
2		2	
3		3	
4		4	

<b>Medical Condition 3</b>	
<i>Provide details of child's symptoms</i>	
<i>What are the triggers ?</i>	
<i>What Action is required?</i>	
<i>Describe what constitutes an emergency for the child, and the action to take if this occurs?</i>	

<b>Medications (at home)</b>		<b>Medications (at school)</b>	
1		1	
2		2	
3		3	
4		4	

## **ROLES OF MEDICAL WELFARE OFFICER / SCHOOL**

- Support pupils with medical conditions
- Assesses and evaluate the medical needs of pupils who require medical intervention in school and write/ edit/ update Individual Health Care Plans (IMHCP'S) with these pupils, their parents and medical professionals annually
- Request up to date medical information in order to support pupils in School with medical conditions
- Liaise with Parent/ Carer to support pupil whilst at School
- Ensure medications are accessible to pupils at all times

## **ROLE OF PUPIL**

- To be aware of their Medical Conditions and symptoms
- To be aware of Individual Medical Healthcare Plan and content (if applicable)
- To ensure they have their Asthma Inhaler and / or auto injector with them at all times
- To visit the medical room only when required and to not to use their mobile phone to contact parents / carers and, if they do, to understand that a sanction will be issued for using a banned item and the subsequent absence from school will be unauthorised

## **PARENT / CARER RESPONSIBILITY DECLARATION**

I confirm that, to the best of my knowledge, the information provided regarding my child's medical condition is accurate and complete at the time of completion. I understand the importance of keeping the school fully informed and agree to:

- Promptly notify the school of any changes to my child's medical condition, including updates to their health status, treatment plan, or medication regimen.
- Provide the school with all required medications in their original pharmacy-dispensed packaging, clearly labelled with my child's name and dosage instructions.
- Monitor the expiry dates of all medications supplied to the school and ensure timely replacement of any medication that has expired.
- Inform the school immediately of any changes in medication dosage, frequency, or administration instructions.
- Work collaboratively with the school staff to support the effective implementation of my child's Medical Health Care Plan.
- Attend and participate in any meetings or reviews related to my child's health care needs as requested by the school.
- Agree that medical conditions listed on this form must be supported by letter documentation from a GP, paediatrician, or medical specialist and understand that without such supporting evidence, the school cannot accept any medical conditions stated on this form.

<b>In an Emergency call</b>	<b>999</b>
<b>School Representative</b>	Ms Heath Medical Welfare Officer <a href="mailto:mheath@heathcote.waltham.sch.uk">mheath@heathcote.waltham.sch.uk</a> Tel: 020 8498 5110
<b>Agreed by Parent / Carer</b>	
<b>Today's Date</b>	

## Appendix 3 Asthma Plan for Pupils

### ASTHMA PLAN FOR PUPILS



Consultant Phone Number	
Consultant Email Address	

### FAMILY CONTACTS

Contact 1 Name			
Relationship to Child			
Does this person have Parental Responsibility	YES / NO		
Address			
Home Phone Number		Mobile Number	
Email			

Contact 2 Name			
Relationship to Child			
Does this person have Parental Responsibility	YES / NO		
Address			
Home Phone Number		Mobile Number	
Email			

## ASTHMA PLAN FOR PUPILS



Contact 3 Name			
Relationship to Child			
Does this person have Parental Responsibility	YES / NO		
Address			
Home Phone Number		Mobile Number	
Email			

CONDITION 1 <i>(if applicable)</i>	
Severity	
Symptoms	
Treatment	

## ASTHMA PLAN FOR PUPILS



Please provide information of any other medical conditions

<b>CONDITION 2</b> <i>(if applicable)</i>	
<b>Severity</b>	
<b>Symptoms</b>	
<b>Treatment</b>	

<b>CONDITION 3</b> <i>(if applicable)</i>	
<b>Severity</b>	
<b>Symptoms</b>	
<b>Treatment</b>	

### 1) MY EVERYDAY ASTHMA CARE

I need to take my preventer inhaler every day.

**ASTHMA PLAN FOR PUPILS**



It is called: .....

And its colour is.....

I take..... puff/s of my preventer inhaler in the morning and ..... puff/s at night. I do it every day even if my asthma's OK.

Other asthma medicines I take every day:

.....

My reliever inhaler helps when I have symptoms.

It is called.....

and its colour is.....

I take.....puff/s of my reliever inhaler when I wheeze or cough, my chest hurts or it's hard to breathe.

If I need my reliever inhaler (usually blue) when I do sports or activity, I need to see my doctor or my asthma nurse.

**2) MY ASTHMA IS GETTING WORSE IF...**

- I wheeze, cough, my chest hurts, or it's hard to breathe or
- I need my reliever inhaler (usually blue) three or more times a week or
- I'm waking up at night because of my asthma (this is an important sign and I will book a next day appointment with my GP or nurse).

If my asthma gets worse, I will:

- Take my preventer medicines as normal
- And also take puff/s of my reliever inhaler (usually blue) every four hours if needed
- See my doctor or nurse within 24 hours if I don't feel better.

**URGENT** - If your reliever inhaler is not lasting four hours, you need to take emergency action now (see section 3).

Do you have a spacer?

If I don't have one, I'll check with my doctor or nurse if it would help me.

Other things my doctor or nurse says I need to do if my asthma is getting worse (e.g. check my peak flow)



3) I'M HAVING AN ASTHMA ATTACK IF...

- My reliever inhaler isn't helping or I need it more than every four hours or
- I can't talk, walk or eat easily or
- I'm finding it hard to breathe or
- I'm coughing or wheezing a lot or my chest is tight/hurts.

If I have an asthma attack, I will:

1. Call for help. Sit up – don't lie down.  
Try to keep calm.
2. Take one puff of my reliever inhaler (with my spacer, if I have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If I don't have my reliever inhaler, or it's not helping, or if I am worried at any time, call 999 for an ambulance.
4. If the ambulance has not arrived after 10 minutes and my symptoms are not improving, repeat step 2.
5. If my symptoms are no better after repeating step 2, and the ambulance has still not arrived, contact 999 again immediately.

Even if I start to feel better, I don't want this to happen again, so I need to see my doctor or asthma nurse today.

MY ASTHMA TRIGGERS

Please list below the things that make your asthma worse so you can try to avoid or treat them.

- 1.
- 2.
- 3.

Always keep your reliever inhaler (usually blue) and your spacer with you. You might need them if your asthma gets worse. Please also provide the School with a spare Asthma Inhaler and Spacer to be stored in School for emergencies.

I will see my doctor or asthma nurse at least once a year (but more if I need to).

Date my asthma plan was updated.....

Date of my next asthma review.....

Doctor/asthma nurse contact details.....

RESPONSIBILITIES

## ASTHMA PLAN FOR PUPILS



Call Emergency Services	999
School Representative	Michelle Heath - 020 8498 5110
Parent	
Pupil	

### NOTES

Any Other Relevant Information <i>(enter details if applicable)</i>
---

### SIGNATURE

Supporting medical evidence such as a letter from the GP, Paediatrician or specialist can also be provided.

Please note that only prescribed Asthma Inhalers clearly labelled in the original packaging with pupil's name can be accepted and administered by the School.

Form Signed and Copied To:	
Agreed by Parents	
Signed by Parents	

**ASTHMA PLAN FOR PUPILS**



<b>Today's Date</b>	
<b>GP's Stamp</b>	
<b>Agreed by School</b>	
<b>Today's Date</b>	

## Appendix 4 - Parental Agreement for a School to Administer Medication

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



### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICATION

The school will not be able to give your child medicine unless you complete and sign this form giving your permission for staff to administer the medication.

#### STUDENT DETAILS

Name			
Date of Birth		Tutor Group	
Medical Condition or Illness			

#### MEDICINE

Name / Type of Medicine <i>(as described on the container)</i>	
Expiry Date	
Dosage and Method	
Timing	
Special Precautions / Other Instructions	
Are there any side effects that the school needs to be aware of?	
Self-Administration by pupil	YES / NO
Procedures to take in an emergency	

#### PARENT / CARER CONTACT DETAILS

Name	
Daytime Contact Number	
Relationship to Child	
Address	

#### PARENT / CARER SIGNATURE

I understand that medicines must be provided to the school in the original container - as dispensed by the pharmacy and delivered personally *(by parent / carer)* to the main office. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

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

# Appendix 5– Parental Consent to pupil to use School Emergency Inhaler

HEATHCOTE SCHOOL & SCIENCE COLLEGE



## CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child who is showing symptoms of Asthma / having an Asthma Attack

Please kindly tick yes or no above to indicate your response to each question

		Yes	No
<b>1</b>	I can confirm that my child has been diagnosed with asthma		
<b>2</b>	I can confirm that my child has been has been prescribed an inhaler		
<b>3</b>	My child has a working, in-date inhaler - clearly labelled with their name - which they will bring to school with them every day		<i>If no, please briefly detail why:</i>
<b>4</b>	I have / will provide a spare asthma inhaler to be kept in the school office for my child, in case of emergency		
<b>5</b>	In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.		

Parent / Carer Signature..... Date: .....

**STUDENT DETAILS**

<b>Name</b>			
<b>Date of Birth</b>		<b>Year / Form Group</b>	

**PARENT / CARER CONTACT DETAILS**

<b>Name</b>	
<b>Daytime Contact Tel Number</b>	
<b>Relationship to Child</b>	
<b>Address</b>	

# Appendix 6 - Parental Consent for Pupil to use School Emergency Epi-Pen Adrenaline Auto-Injector

HEATHCOTE SCHOOL & SCIENCE COLLEGE



## CONSENT FORM: USE OF EMERGENCY EPI-PEN ADRENALINE AUTO-INJECTOR

*Child who is showing symptoms of a having an anaphylactic reaction*

*Please kindly tick yes or no below to indicate your response to each question*

		Yes	No
<b>1</b>	I can confirm that my child has been diagnosed with a having an anaphylactic reaction to certain foods		
<b>2</b>	I can confirm that my child has been prescribed an Adrenaline Auto-Injector		
<b>3</b>	My child has a working, in-date Adrenaline Auto-Injector - clearly labelled with their name - which they will bring to school with them every day		<i>If no, please briefly detail why:</i>
<b>4</b>	I have / will provide a spare Adrenaline Auto-Injector to be kept in the school office for my child, in case of emergency		
<b>5</b>	In the event of my child displaying symptoms of anaphylaxis - and if their Auto-Injector is not available or is unusable, I consent for my child to receive a 300mg dose of Adrenaline Auto-Injector from an emergency supply held by the school for such emergencies.		

Parent / Carer Signature..... Date: .....

**STUDENT DETAILS**

<b>Name</b>			
<b>Date of Birth</b>		<b>Year / Form Group</b>	

**PARENT / CARER CONTACT DETAILS**

<b>Name</b>	
<b>Daytime Contact Tel Number</b>	
<b>Relationship to Child</b>	
<b>Address</b>	

## Appendix 7- Report Pupil injuries / Risk Assessment guidance



# Heathcote School & Science College

Normanton Park, Chingford, London E4 6ES Tel: 020 8498 5110 Web: [www.heathcoteschool.com](http://www.heathcoteschool.com)

Email: [heathcote.school@heathcote.waltham.sch.uk](mailto:heathcote.school@heathcote.waltham.sch.uk)

Facebook/Twitter: #heathcotee4

Headteacher: Sonia Close NPQH, B.ed, MA



### REPORTING PUPIL INJURIES & RISK ASSESSMENTS



Dear Parents / Carers

I would like to politely remind you of the process, should your child sustain an injury – inside or outside of school – which affects their mobility. For example, a sprain, fracture or break which required medical attention and resulted in the need for a cast, splint and or a mobility aid (*such as crutches*).



In this instance, **you would be required to accompany your child to school on their first day of return** following the injury and enter via the main school reception. Michelle Heath (Medical Welfare Officer) would then complete a Risk Assessment with you before your child starts their day.



At this meeting, parents / carers should provide sufficient information - including any medical evidence (*discharge summary / doctor's letter*) about your child's condition and care needed at school - to help us to complete the Risk Assessment and agree on how best to meet any specific medical needs during the recovery period. This will also assist us in ensuring that any reasonable adjustments required in school can then be arranged.



Your support with all of the above will enable us to ensure that we are providing the best possible support for your child from a medical and safeguarding perspective. Thank you in advance.



Yours faithfully



Mr Neil Hutchins

Assistant Head and Safeguarding Lead



## **Appendix 8**

### **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 – 02084985110
- Your name.
- Your location as follows: The Heathcote School and Science College, Normanton Park, Chingford, London E4 6ES
- 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 9

### Model Letter Inviting Parents to Contribute to Individual Medical Healthcare Plan Development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your student'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 student 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 student'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 pupils will require one. We will need to make judgements about how your student'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 student'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 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 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,