

Safeguarding Statement

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality & Diversity Statement

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

Approval Body:	Safeguarding Team
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Designated Person (as appropriate):	DJS/ RAC
Committee with Remit (as appropriate):	Teaching & Learning
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Version	Approval Date	Summary of Changes
1.0	June 2015	New policy
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3.0	Nov 2018	Updated

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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Statement of intent

Langley Park School for Girls in an inclusive community that welcomes and supports pupils with medical conditions and offers the same opportunities to all pupils at the school. Langley Park School for Girls wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.

At Langley Park School for Girls our **Core Beliefs** are:

- Respect for the individual
- Pursuit of Excellence
- Equality of Opportunity
- Contributing to the Community.

and we are committed to:

- a broad balanced and relevant curriculum
- developing active and independent learners
- recognising and encouraging achievement
- a strong partnership between home and school
- forging effective links with business and the community
- continuous self-scrutiny and assessment in partnership with students and parents
- courtesy and the highest standards of behaviour
- fostering self-respect, moral and spiritual growth and developing leadership
- the highest quality of teaching
- identifying and supporting staff training needs
- maintaining an excellent learning environment

1. Key roles and responsibilities

1.1 The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- 1.1.4. Providing termly meetings with school nursing advisory team to discuss training and medical needs concerns and data.

The Governing Body is responsible for:

- 1.1.5. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Langley Park School for Girls
- 1.1.6. Ensuring that the Supporting Students 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.
- 1.1.7. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.1.8. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life or make reasonable adjustments to accommodate this where possible.
- 1.1.9. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.1.10. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.1.11. Keeping written records of any and all medicines administered to individual students and across the school population.
- 1.1.12. Ensuring the level of insurance in place reflects the level of risk.

The Head Teacher is responsible for:

- 1.1.13. Appointing a designated member of staff for the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Langley Park School for Girls.
- 1.1.14. Ensuring the policy is developed effectively with partner agencies.
- 1.1.15. Making staff aware of this policy.
- 1.1.16. Liaising with healthcare professionals regarding the training required for staff.
- 1.1.17. Making staff who need to know aware of a child's medical condition.
- 1.1.18. Developing Individual Healthcare Plans (IHCPs). Developing School Healthcare plans and Asthma cards for individual students where appropriate through discussions with parents/carers and medical professionals.
- 1.1.19. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.1.20. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.1.21. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.1.22. Contacting the school nursing advisory service for advice regarding individual needs in the case of any child who has a medical condition where insufficient documentation/evidence has been provided or where there are concerns/queries regarding medical care/medical support in school. If necessary contacting specialist medical professionals to seek further guidance.
- 1.1.23. Ensuring that a medical database is developed and maintained and that relevant information is made available to staff as appropriate.
- 1.1.24. Ensuring that all staff training requirements are met providing bi annual all staff training sessions and training for new staff. In addition to this additional training for specific medical needs/diagnosis.

1.2 Staff members are responsible for:

- 1.1.25. Taking appropriate steps to support students with medical conditions.
- 1.1.26. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.1.27. Administering medication, if they have agreed to undertake that responsibility and have received the appropriate training.
- 1.1.28. Undertaking training to achieve the necessary competency for supporting students with 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.
- 1.1.29. Educational visits. All staff who are responsible for organising educational visits should refer to the medical needs database to ensure that they make appropriate provision for medical support and medication/equipment/care requirements for individual students.

School nursing advisory team are responsible for:

Assessing students within our care who are on a Child Protection Plan, attending the CP meetings and ensuring that a medical assessment is carried out where deemed necessary.

Termly Meetings to review school procedures and data collection for our identified students as well as reviewing IHCP's

Support from School nursing teams for complex needs and their individual health care plans including liaising with the ICCNT (Integrated Children's Community Nursing Team)

Parents and carers are responsible for:

- 1.1.29. Keeping the school informed about any changes to their child/children's health and holding responsibility for the updating **of the school healthcare plan and where appropriate their child's** Individual Healthcare Plan (IHCP) on a yearly basis with assistance from school.
- 1.1.30. Providing evidence/documentation from specialist healthcare professionals involved in the diagnosis/treatment and medical care of their child.
- 1.1.31. Completing a parental authorisation/consent form for the school to administer medication form before bringing medication into school.
- 1.1.32. Providing the school with the medication their child requires and keeping it up to date.
- 1.1.33. Collecting any leftover medicine at the end of the course or year.
- 1.1.34. Discussing medications with their child/children/ward prior to requesting that a staff member administers the medication.
- 1.1.35. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head Teacher, other staff members and healthcare professionals. Where an Individual healthcare plan is not appropriate a school healthcare plan and/or Asthma card should be developed -as appropriate.

2. Definitions

- 2.1. "Medication" is defined as any prescribed item/**non prescribed item for a diagnosed medical condition** or those referenced in an IHCP.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor. **"Non-prescription medication" is defined as any item that can be purchased over the counter (OTC) from a pharmacist or supermarket".**

- 2.3. A “staff member” is defined as any member of staff employed at Langley Park School for Girls.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 3.2. All staff will receive bi-annual all staff training in supporting students in school with medical needs as statutory training.
- 3.3. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.4. Teachers and support staff who undertake responsibilities under this policy will receive the relevant training provided by approved sources externally:
 - **First Aid at Work**
 - **Defibrillator Training**
 - **Epipen training for Anaphalaxis**
 - **Diabetic Training**
 - **Training to Administer medication**
- 3.5. **Training requirements will be provided/arranged through the Bromley Healthcare School Nursing advisory team. School contact: Dawn Smith OR by other approved sources externally.**
- 3.6. No staff member may administer any medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.7. No staff member may administer drugs by injection unless they have received training in this responsibility (other than administering an Adrenaline Auto Injector/Epipen in an emergency situation).
- 3.8. The HR /Admin Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. Diabetes Management:

- 4.1. In addition to all staff/first aider training, specific support staff will receive additional training in managing Diabetes. This will include managing diet in school/carb counting, medication, supporting students with administering insulin injections, blood testing, dealing with a medical emergency such as Hypoglycaemia and Hyperglycaemia.
- 4.2. Medication storage and recording of the daily care requirements for individual students such as blood sugar levels and injection logs.

5. Epilepsy Management:

- 5.1. In addition to all staff/first aider training specific support staff will receive additional training in managing Epilepsy. This will include medication and dealing with a medical emergency in school and in the classroom setting.

6. Anaphylaxis management:

- 6.1. In a Severe Allergic reaction. In addition to all staff/first aider training specific support staff will receive additional training in managing a severe allergic reaction. This will include medication/administering an adrenaline auto injector (AAI or Epipen) and dealing with a medical emergency. LPGS holds emergency Adrenaline Auto Injector (AAI or Epipen) medication for use in an emergency where parental consent has been given where the students own medication is not available/unusable. Please refer to the First Aid policy.

7. Asthma Management

- 7.1 In addition to all staff- First Aid training specific support staff will receive additional training in managing asthma. This will include medication / managing symptoms and dealing with a medical emergency. LPGS holds emergency Asthma reliever medication for use in an emergency where parental consent has been given where the students own medication is not available/unusable. Please refer to the First Aid policy.

8. The role of the child

- 8.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 8.2 Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location within the student support department.
- 8.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 8.4 Where appropriate, students will be encouraged to take their own medication under the supervision of an LPGS staff member.

9. Healthcare Plans (IHCPs)

Overview:

- **Individual Healthcare Plan (IHCP):** An IHCP is developed with input from parents/carers, school representatives and specialist medical professionals involved in the diagnosis/treatment/care and support of the individual child.
 - **School Healthcare Plan:** is developed between parents/carers and school giving an overview of the child's medical needs including triggers, symptoms, medication and care requirements.
 - **Asthma card:** Where an Individual Healthcare Plan is not in place, an Asthma card (template provided by LPGS) should be completed by parents/carers giving specific information about their child's asthma needs including triggers/symptoms/medication and care requirements. It is the parent's/carers responsibility to ensure that this is updated with a medical professional such as a GP/Asthma clinic/nurse or Consultant at least annually and an updated asthma card provided to the school.
- 9.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, a designated member of staff and where necessary include the Special Educational Needs Coordinator (SENCO) and medical professionals. This process will all be overseen by the Assistant **Head teacher** Inclusion.
- 9.2 IHCPs, School Healthcare Plans and Asthma cards will be easily accessible through our school database whilst preserving confidentiality.
- 9.3 IHCPs **should** be reviewed at least annually or when a child's medical circumstances change, whichever is sooner based on the information being provided from parents/carers.
- 9.4 Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 9.5 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

10. Medicines

- 10.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 10.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement/consent for the school to administer medicine form.
- 10.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 10.4. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 10.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 10.6. 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.
- 10.7. Parents/carers are responsible for providing new supplies of medication when the existing medication is nearing the expiry date.
- 10.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 10.9. Medications will be stored in the Medical Room/Student Support Department.
- 10.10. Any medications left over at the end of the course will be returned to the child's parents.
- 10.11. Written records will be kept of any medication administered to children.
- 10.12. Students will never be prevented from accessing their medication.
- 10.13. In the event of medication being administered incorrectly the Head Teacher and Deputy will be advised immediately. The staff member will then contact the Bromley Healthcare school nursing advisory service for advice and guidance.
- 10.14. Langley Park School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.
- 10.15. **Non-prescription medication can be given only where there is a diagnosed short term minor medical condition. (Following: Bromley Healthcare changes to the list of medications that are no longer prescribed routinely for short term minor health conditions – May 2018) These medication must be provided to the school in the original container/packaging with the students name clearly marked and a parental consent form must be completed.**

11. Emergencies

- 11.1. Medical emergencies will be dealt with under the school's First Aid Policy.
- 11.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- 11.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 11.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

12. Avoiding unacceptable practice

- 12.1. Langley Park School for Girls understands that the following behaviour is unacceptable:
- Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parents.
 - Ignoring medical evidence or opinion.
 - Sending students home frequently or unreasonably preventing them from taking part in activities at school
 - Sending the student to the medical room alone if they become ill. Staff should follow the first aid flow chart for staff.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to children participating in school life, including school trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

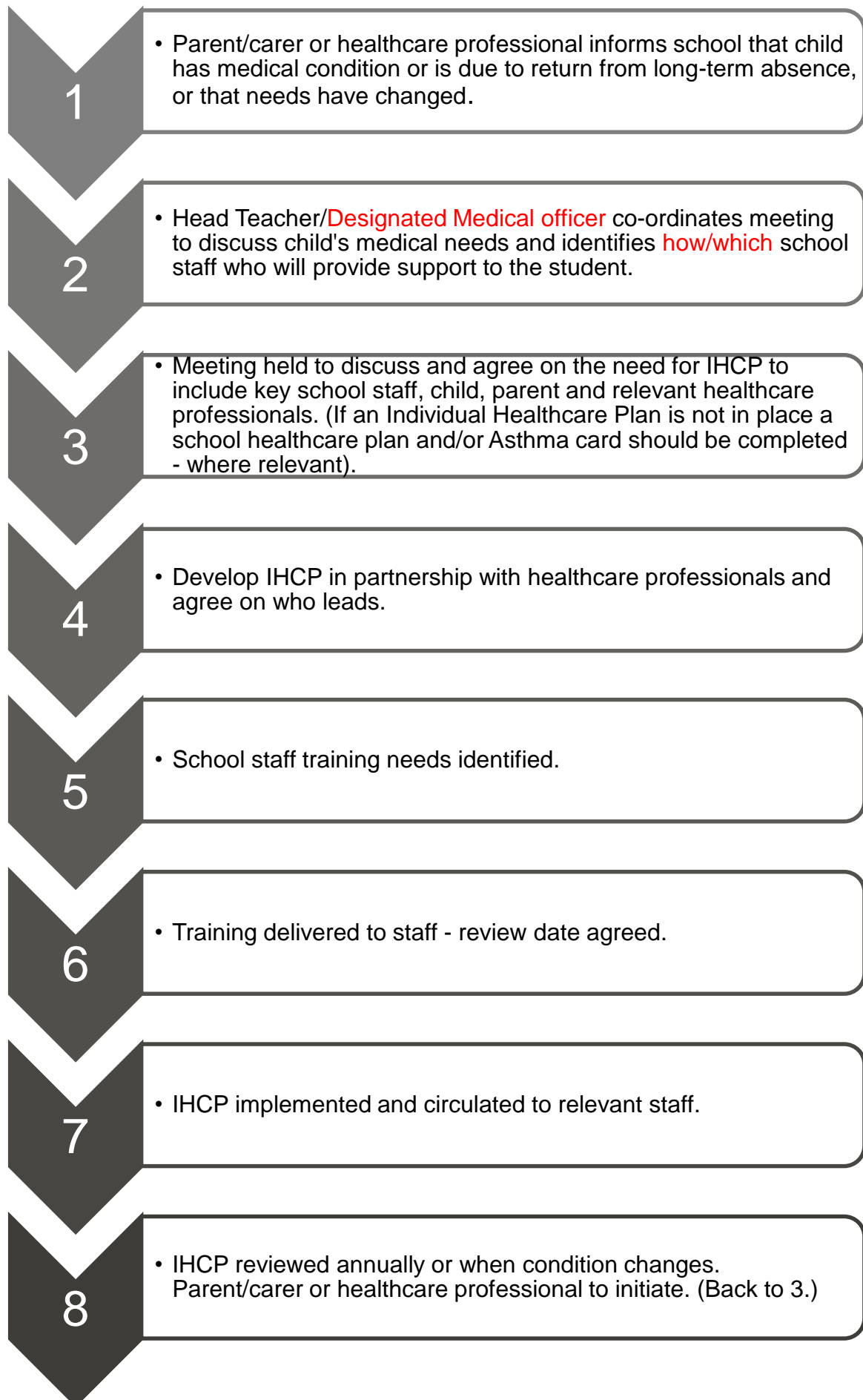
13. Insurance

- 13.1. All LPGS staff who undertake responsibilities within this policy are covered by the school's insurance.
- 13.2. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Finance Manager.


14. Complaints

- 14.1. The details of how to make a formal complaint can be found in the Complaints Policy available on our website.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

LPGS – SCHOOL HEALTHCARE PLAN 

Student's Name:

DOB:

Address:

.....Post code:

Doctor's Name:

Surgery Tel No:

Surgery Address:

.....Post code:

We have a team of first aiders – but no nurse based in school. First aiders respond to immediate problems which arise in school time but are not qualified to give diagnoses or supply non prescribed medication, e.g. pain killers. The school is unable to store non-prescription medicines.

Prescribed medication which may be urgently required by students, including Adrenaline Auto-injectors (Epipens), inhalers and insulin/emergency kits may be held securely in our Student Support Department. The student should also carry medication such as asthma inhalers, diabetic kits or epipens on their person. It is essential that the school is provided with a second set of medication to be used in emergencies. All medication should be provided in the original packaging from the pharmacy with name labels and expiry dates clearly printed on them.

It is the responsibility of Parent/Carer to ensure that supplies are replaced, if used, and that they are not out of date.

ALL STUDENTS WITH A DIAGNOSED MEDICAL CONDITION WILL NEED EITHER:

- **An individual healthcare plan with input from a medical professional** (GP, Consultant or Specialist Nurse)
- **A school healthcare plan** (This form)
- **An Asthma card** (A form containing specific information regarding your child's Asthma symptoms and treatment)

THESE PLANS WILL BE REVIEWED ANNUALLY

INDIVIDUAL HEALTHCARE PLANS:

Please tick the box if the student has *ever* been the subject of an Individual Healthcare Plan (planned with an external healthcare professional, a GP, Consultant or Specialist Nurse). If so, the school will need to be provided with an up to date copy (issued within the last 12 months).

Please specify which diagnosis the individual healthcare plan relates to:

.....

MEDICAL CONDITIONS (please tick below as appropriate)

ASTHMA:

Please give details of your child's warning signs/symptoms. Either an individual healthcare plan or an Asthma card is required in **all** cases. Please ensure that your child has a working, in date inhaler, clearly labelled with their name which they will bring to school with them daily. In addition to this, a second set of medication is to be provided to the Student Support Department.

Triggers:

Symptoms:

Treatment:

- In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I consent for my child to receive Salbutamol from a reserve inhaler held by the school for such emergencies. This would be administered by a qualified first aider/authorised person.

DIAGNOSED ALLERGIES:

Please provide details of each diagnosed allergy and whether an Adrenaline Auto-injector (Epipen) has been prescribed. The student should carry an Epipen with them at all times whilst in school and a spare Epipen should be provided to the Student Support Department for use in an emergency .

Triggers:

Symptoms:

Treatment:

Please note that before adhesive plasters are supplied, students will be asked if they have an allergy. The information provided on this form will NOT be referred to at the time of supply and it is important that your child is aware of any restriction to the types of plaster she/he is able to wear.

- Epipen required. If an Epipen has been issued, an up to date individual healthcare plan will be required in **all** cases from your GP, Consultant or Specialist Nurse (issued within the last 12 months). The student should carry an Epipen with them at all times whilst in school and a spare Epipen should be provided to the Student Support Department for use in an emergency.
- In the event of my child displaying symptoms of a severe allergic reaction/ anaphylaxis, where an Epipen has been prescribed but the child's own Epipen is unusable/not available. I consent to my child receiving treatment via the emergency Adrenaline Auto-injector (Epipen) held by the school for such emergencies.

DIABETES:

Please indicate Diabetes type. An up to date individual healthcare plan will be required in **all** cases along with a full medication kit and supplements for emergencies.

.....
.....

Please provide extra insulin and a complex carbohydrate supplement to be kept in the Student Support Department. We also ask that if students achieve an abnormal sugar reading, they advise a member of staff who will call for First Aid assistance in order that the situation can be monitored.

EPILEPSY:

Dates (approximate) of first and last events, normal course and length of an event, warning signs/symptoms and notes for use of medication if this is to be kept on the school site. An up to date individual healthcare plan will be required in **all** cases.

.....
.....

ANY OTHER DIAGNOSED MEDICAL CONDITIONS:

(please give full details, including date of last episode)

Diagnosis:

Triggers:

Symptoms:

Treatment:

Does the school require a supply of medication: Yes/No. If yes, this must be prescribed medication, provided in the original container from the pharmacy with your child's name clearly labelled.

SPECIFIC ADDITIONAL INFORMATION FOR PHYSICAL EDUCATION/SCHOOL TRIPS/BREAK TIME OR LUNCH TIME or ANY OTHER DAILY CARE REQUIREMENTS

.....
.....

SPECIFIC SUPPORT FOR YOUR CHILDS EDUCATIONAL, SOCIAL AND EMOTIONAL NEEDS

.....
.....

PARENTAL RESPONSIBILITIES

- Advise the school in writing of any medical conditions, including symptoms, medication, treatment and care requirements.
- Only supply prescribed medication. Supplied in the original packaging from the pharmacy with the child's name clearly marked.
- Ensure that medication is available, in date and usable at all times.
- Agree access to their child's individual healthcare plan, Asthma card and information provided in this form (School healthcare plan)
- Encourage/support their child to self-manage their healthcare – as appropriate.
- Supply medical forms/medication and copies of individual healthcare plans for any school trips.

I agree that the medical information contained in this form may be shared with individuals involved with the care and education of my child.

(Education Welfare Officer, School Nursing, Emergency Services, Integrated Community Children's Nursing Team, Specialist Support and Disability Service, School Counselling Service, Bromley Wellbeing, Child and Adolescence Mental Health Service)

PARENTAL AGREEMENT:

Print Name:

Relationship to student:

Signature:Date:

SCHOOL REPRESENTATIVE:

Print Name: Mrs Debbie Sweeney

Position: SEND and Inc Administrator

Signature:Date:

NOTIFIABLE DISEASES

If your daughter is diagnosed with any of the following, please ensure that you include the information when calling the school absence line or, alternatively, contact us directly

Chicken Pox	Meningitis
Conjunctivitis	Mumps
Diarrhoea and/or vomiting	Parvovirus/Slapped Cheek syndrome/Fifth disease
Food Poisoning	Ringworm
German Measles	Tuberculosis
Hand, Foot and Mouth disease	Typhoid or Paratyphoid
Hepatitis/Jaundice	Scabies
Impetigo	Scarlet Fever
Measles	Whooping Cough

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

What signs can indicate that your child is having an attack?

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicine?

Yes No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take any medicines before exercise or play? Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Does your child need to take any other asthma medicines while in the school's care? Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked by doctor or nurse

Date	Name	Job title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What to do in an asthma attack

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

Asthma UK Adviceline Ask an asthma nurse specialist
0800 121 62 55 asthma.org.uk/adviceline
9am–5pm, Monday–Friday

Asthma UK Summit House, 70 Wilson Street, London EC2A 2DB
T 020 7786 4900 F 020 7256 6075

asthma.org.uk

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Appendix 4 - Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

LANGLEY PARK SCHOOL FOR GIRLS MEDICINE ADMINISTERING FORM

Date for review to be initiated by

Student Support/Medical Room staff

Name of child

Date of birth

Tutor group

Medical condition or illness

Medicine

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

Expiry date

Dosage and method

Timing

Special precautions/other instructions

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

Self-administration – y/n

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that the medicine will need to be provided to Student Support/Medical room staff either by myself or my son/daughter.

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

Signature(s) _____

Date _____

Appendix 7 - Staff training record – administration of medicines

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated by _____

Trainer’s signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____

Appendix 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 name.
- Your telephone number – 0208 639 5200
- Your location as follows: **Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham. Kent BR3 3BE**
- 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 healthcare plan development

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, student, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **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.

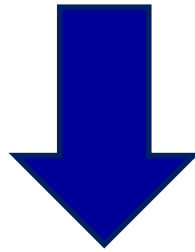
If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **or add name of other staff lead** would be happy for you contact me [them] by email or to speak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

Yours sincerely,

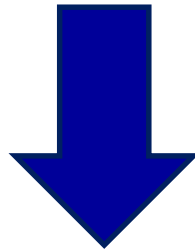
\\XXXXXXXX

FLOW CHART FOR RECEIVING MEDICAL INFORMATION IN SCHOOL

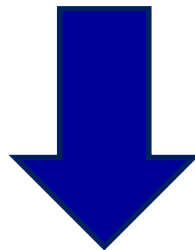
Information is received via LPGS School Healthcare Plan (formerly medical conditions form).
Data Collection Sheets
Head of Year 7 visits to primary schools/transition meetings. Heads of Year and Form Tutors.
Information received from parents/carers/healthcare professionals.



All information is passed to Admissions/Student Records to be loaded onto SIMS (school database).
Original documents are then placed in student files with Heads of Year.



Photocopy to Student Support/Medical room to be stored in medical room files
Photocopy/email to P.E. department if relevant
Sixth Form only- all files including medical information are passed to Sixth Form administration



Files are held in:
Heads of Year Groups Offices
Student Support/Medical Room
Sixth Form Admin
P.E. Department - where relevant medical conditions have been advised.

LOC2

**CONSENT AND MEDICAL INFORMATION
FOR ALL EDUCATIONAL VISITS, WHOLE/PART DAY,
OVERNIGHT STAYS, OUTDOOR AND ADVENTUROUS ACTIVITIES**



This form is to be completed in full by the parent/carer and returned to the school prior to ALL school trips taking place.

NAME OF TRIP: _____

1. DETAILS

Student's Full Name: _____ Date of birth: ___/___/___ Form: _____

Full Name of parent/carer: _____

2. EMERGENCY DETAILS

In the event of an accident or medical emergency staff will attempt to contact the parent/carer from the contacts listed below. If this is not possible any decisions for treatment will be taken by the medical professionals.

I may be contacted by telephoning the following number(s):

Home (full number): _____ Work (full number): _____ Mobile: _____

An alternative emergency contact is:

Name: _____ Relationship to child: _____

Home (full number): _____ Work (full number): _____ Mobile: _____

3. DOCTORS NAME AND ADDRESS

Family Doctor Name: _____ Telephone: _____

Family Doctor Address: _____

4. CHILD'S MEDICAL INFORMATION:

a. Does your child suffer from any of the following medical conditions? YES / NO* (Please tick as appropriate)

- | | |
|--|---|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Diabetes care plan already held by school |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Asthma care plan already held by school |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Epilepsy care plan already held by school |
| <input type="checkbox"/> Diagnosed Allergies | <input type="checkbox"/> Epipen Prescribed |
| | <input type="checkbox"/> Allergies care plan already held by school |

b. Does your child suffer from any other medical condition requiring medical treatment or medication YES / NO*

If yes to either of the above please provide full details of any treatment, including emergency procedures, or medication (on a separate sheet if necessary). NB: If you child is subject to an individual healthcare plan, held by the school, this information will be made available to the group leader. Please provide specific details of any allergies (insect bites, medication, food or any other).

Please ensure that the Group Leader is given adequate supplies of all emergency medication.

(ALL MEDICATION MUST BE PRESCRIBED AND SUPPLIED IN THE ORIGINAL CONTAINER WITH THE CHILDS NAME/INSTRUCTIONS AND EXPIRY DATE CLEARLY MARKED)

Does your child have any dietary requirements? YES / NO*

If YES, please provide details: _____

5. CONSENT

I agree to my son / daughter or child in my care* taking part in this school trip. I acknowledge the need for good conduct and responsible behaviour on his/ her part.

Signed: (Parent/Carer) Date:
(* delete as appropriate)