

# Owslebury Primary School Policy Document



## NO D90 - Supporting Children with Medical Needs

### Review History

Date of Update	Reason for Update	Next Update
Autumn 2023	Defibrillator	Autumn 2024
Autumn 2024	Annual update	Autumn 2025
Spring 2026	Annual update- staffing changes, up-to-date legislation, clarification around liability, spelling check. Addition of supporting mental health conditions.	Autumn 2026

### Children's Services and Safety Team

<b>Name of Unit/Premises/Centre/ School:</b>	<b>Owslebury Primary School</b>
<b>Name of Responsible Manager/Headteacher:</b>	<b>Lucy Chaplen</b>
<b>Date Policy approved</b>	<b>Spring 2026</b>
<b>Date Due for review:</b>	<b>Autumn 2026</b>

### Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils with medical conditions at school. The school will have regard to statutory guidance issued by the Department for Education: Supporting pupils at school with medical conditions.

The school will also ensure that arrangements comply with duties under the Equality Act 2010, the SEND Code of Practice and safeguarding responsibilities outlined in Keeping Children Safe in Education. Supporting pupils with medical needs is recognised as part of the school's safeguarding responsibilities.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. Medical information will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Information will only be shared with staff who need to know in order to keep the child safe and supported. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. Staff have a duty of

care to support pupils with medical conditions. Staff may volunteer to administer medication or provide medical support following appropriate training and will not be required to undertake tasks they feel unable to perform.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

In some cases, this policy should be read alongside our First Aid policy.

### **Supporting Pupils with Mental Health Conditions**

The school recognises that some medical conditions may relate to a pupil's mental health and wellbeing. Mental health conditions can affect pupils in different ways and may impact attendance, learning, behaviour and social development.

Where a pupil has a diagnosed or identified mental health condition that requires support in school, the school will work in partnership with parents or carers, relevant healthcare professionals and, where appropriate, external agencies to ensure appropriate support is in place.

Where necessary, support arrangements may be recorded within an Individual Healthcare Plan or within other appropriate support plans used by the school. The school will ensure that staff are aware of their responsibilities in supporting pupils with mental health needs while maintaining appropriate confidentiality.

### **Key Roles & Responsibilities**

**Statutory Requirement: The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support children at school with medical conditions.**

The Governing Body is responsible for:

- Ensuring that arrangements are in place to support children with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Ensuring that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
- Ensuring that parents and children have confidence in the school's ability to provide effective support for medical conditions in school.

- Ensuring that policies, plans, procedures and systems are properly and effectively implemented. This aligns with the governors' wider safeguarding duties.
- Ensuring that this policy is readily accessible to parents and school staff.
- Ensuring that children's individual plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- Monitoring the implementation of this policy through safeguarding and health and safety reporting to ensure the school is meeting its statutory duties.

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that staff are aware of the medical needs and conditions of individual children
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- The development of individual healthcare plans.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Teachers and Support Staff are responsible for:

- Ensuring that they know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Ensuring that they have received sufficient and suitable training before taking on responsibility to support children with medical conditions.

The School Link Nurse/Matron is responsible for:

- School Nursing Services commissioned by Hampshire County Council will support the school where appropriate by providing advice, training and support in developing individual healthcare plans.

Parents are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Carrying out any actions that they have agreed to as part of their child's individual healthcare plan e.g. providing medication, equipment.
- Ensuring that they or another nominated adult are contactable at all times.

## Local Arrangements

### Identifying children with health conditions

**Statutory Requirement: The Governing body will ensure that the policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.**

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the School Nursing Services commissioned by Hampshire County Council in conjunction with the Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

When a child with a medical condition joins our school, arrangements will be in place for the child joining at the start of the relevant school term. In other cases, such as a new diagnosis or a child joining our school mid-term, every effort will be made to ensure that arrangements are in place within two weeks.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

### Individual Health Care Plans

**Statutory Requirement: The Governing body will ensure that the school's policy covers the role of individual healthcare plans, and who is responsible for their development in supporting children at school with medical conditions.**

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the Headteacher to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The Headteacher will work in partnership with the parents/carer, and a relevant healthcare professional e.g., school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

Individual Healthcare Plans will be accessible to relevant staff while maintaining appropriate confidentiality.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template A produced by the DfE to record the plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

**Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.**

The School will review all IHCP before a child transfers into our school to ensure that staff and resources are available to meet the child's needs. Regular review meetings will be held in school for all children who have an IHCP to ensure changes to support are closely monitored and implemented as quickly as possible. All IHCPs will have a formal review meeting planned at least annually or earlier if evidence is presented that the child's needs have changed. IHCPs will be made available to all staff that need to refer to them whilst preserving confidentiality for the pupil. When a child is returning to school following a period of hospital education or alternative provision, the school will work closely with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

**Statutory Requirement: When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:**

- 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 etc.
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child'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 child'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 normal school timetable that will ensure the child can participate, e.g., risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

### **Staff Training**

**Statutory Requirement: The Governing Body should ensure that this policy clearly sets out how staff will be supported in carrying out their role to support children with medical conditions, and how this will be reviewed. It should specify how training needs will be assessed and by whom training will be commissioned and provided.**

**The school policy should be clear that any member of school staff providing support to a child with medical needs should have received suitable training.**

**Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)**

All new staff will be inducted on the policy when they join the school through a meeting with the Headteacher. Records of this training will be stored in the staff member's personnel file.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out annually and whenever the policy is updated.

The awareness training will be provided to staff through INSET day training or via a staff meeting.

We will retain evidence that staff have been provided the relevant awareness training on the policy by the completion of signature sheets.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

The school will maintain a record of staff training related to medical conditions and ensure refresher training is provided when required.

### **The Child's Role**

**Statutory Requirement: The Governing body will ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.**

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Where possible we will endeavour to ensure that children have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

The school will encourage pupils, where appropriate, to develop independence in managing their medical needs.

### **Managing Medicines on School Premises**

**Statutory Requirement: The Governing Body will ensure that the school's policy is clear about the procedures to be followed for managing medicines.**

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription medicines to a child under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, we will make every effort to encourage the child or young person to involve their parents while respecting their right to confidentiality.

A documented tracking system to record all medicines received in and out of the premises will be put in place. The tracking system used is the Children's Services Medication Tracking Form. The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Inhalers are stored in clearly labelled zipper bags with the child's name, photo and the expiry date of the medicine. These are stored in class containers in the large cupboard in the office and are easily accessible throughout the day.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk

assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

Parents and carers are normally responsible for providing any non-prescribed medication their child may require during the school day. Wherever possible, medication should be administered outside school hours.

The school maintains a small supply of paracetamol (liquid and/or tablet form) for occasional use where a child becomes unwell during the school day and medication has not been provided by a parent or carer. Paracetamol will only be administered when the school has prior written parental consent for the use of non-prescribed medication and, wherever possible, after contacting the parent or carer on the day to confirm that a dose has not already been given.

Staff will check that at least four hours have elapsed since the last dose and that the recommended dosage is not exceeded (no more than four doses within a 24-hour period). All medication administered will be recorded in the school's medication record, including the date, time, dose given and the member of staff administering the medicine. Parents or carers will be informed that medication has been given.

Paracetamol will only be administered for short-term symptoms such as pain or fever and will not be given for more than one day without parents or carers being advised to seek medical advice. All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.

Any homeopathic remedies (prescribed by a doctor) to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e., Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

### Emergency Asthma Inhaler

The school maintains an emergency salbutamol inhaler in accordance with national guidance. This may be used in an emergency for pupils who have asthma, have been prescribed an inhaler and whose parents have provided written consent.

### Emergency Adrenaline Auto-Injectors

The school may hold spare adrenaline auto-injectors for emergency use in the event of anaphylaxis. These will only be used for pupils known to be at risk of anaphylaxis where written parental consent has been provided.

## **Storage**

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.

Where medicines need to be refrigerated, they will be held in the original packaging and stored in the staff room fridge. *A fridge thermometer will record the minimum and maximum temperature daily whilst there are medicines stored in the fridge.*

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Medication will be stored and managed in accordance with health and safety guidance to ensure safe access and secure storage.

## **Disposal**

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial

agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through Cannon Hygiene who will remove them from site. This service will only be put in place as the need arises.

### **Medical Accommodation**

The reception area will be used for all medical administration/treatment purposes. The location/room will be made available when required.

Where necessary the school will provide a quiet space for medical treatment, rest or recovery.

### **Record keeping**

**Statutory Requirement: The governing body should ensure that written records are kept of all medicines administered to children.**

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Records relating to medication administration will be retained in accordance with the school's data retention policy.

### **Emergency Procedures**

**Statutory Requirement: The Governing body will ensure that the school's policy sets out what should happen in an emergency situation.**

A guide for staff on what to do when contacting emergency services (Template F DFE document) will be laminated and posted by the main office phone to help keep staff calm in an emergency.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. Staff will follow the child's Individual Healthcare Plan where one is in place. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

### **Day Trips/Off Site Activities**

**Statutory Requirement: *The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.***

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

All visits will follow the school's Educational Visits Policy and relevant guidance from Hampshire County Council.

### **Other Issues**

The school has an Automated External Defibrillator (AED) located in the school hall. This is kept in the main school office. All staff have received training on its use.

In line with current guidance, the school now holds an Emergency Salbutamol inhaler and two chambers to be used only in an emergency for children who normally have consent to keep their inhaler in school. This is only to be used only in an emergency situation (e.g., when building evacuated and we do not have the child's inhaler with us and only with consent of their parent or guardian).

### **Unacceptable Practice**

**Statutory Requirement: The governing body will ensure that the school's policy is explicit about what practice is not acceptable.**

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;

- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g., hospital 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, 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 working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g., by requiring parents to accompany the child.

### Liability And Indemnity

**Statutory Requirement: The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.**

Staff at the school are indemnified under the County Council self-insurance arrangements.

Hampshire County Council operates a self-insurance scheme which indemnifies school staff who have agreed to administer medication or undertake medical procedures following appropriate training. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

### Complaints

**Statutory Requirement: The governing body will ensure that the school's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.**

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

<b>Signature of Responsible Manager/Headteacher:</b>	
<b>Date:</b>	<b>March 2026</b>

**The following templates are based on Department for Education guidance  
and may be adapted by the school where necessary.**



Department  
for Education

# Templates

**Supporting pupils with medical  
conditions**

**May 2014**

## Contents

<a href="#"><u>Introduction</u></a>	17
<a href="#"><u>Template A: individual healthcare plan</u></a>	18
<a href="#"><u>Template B: parental agreement for setting to administer medicine</u></a>	20
<a href="#"><u>Template C: record of medicine administered to an individual child</u></a>	22
<a href="#"><u>Template D: record of medicine administered to all children</u></a>	24
<a href="#"><u>Template E: staff training record – administration of medicines</u></a>	0
<a href="#"><u>Template F: contacting emergency services</u></a>	2
<a href="#"><u>Template G: model letter inviting parents to contribute to individual healthcare plan development</u></a>	4

## Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

## Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

--

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

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

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

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

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the 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 I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to 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 \_\_\_\_\_

## Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

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

Signature of parent \_\_\_\_\_

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

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

# Owslebury Primary School Policy Document



## C: Record of medicine administered to an individual child (Continued)

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			



**OWSLEBURY PRIMARY SCHOOL  
POLICY DOCUMENT**

**Supporting Pupils with Medical Needs**

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

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

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

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



## Template F: 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.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



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

Dear Parent

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, 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 pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



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