

# **MARSH HILL PRIMARY** **SCHOOL**

## Supporting Pupils with Medical Conditions Policy

Reviewed Sep 24

FGB 23.10.24 Signed by Chair of Governors Signed by Head Teacher

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1. Supporting Children with Medical Conditions and Managing Medicines in School Policy including Residential and Off-Site Visits – Administering Medicines Consent Form

## **Statement of intent**

The governing board of Marsh Hill Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- [Administering Medication Policy](#)
- Special Educational Needs and Disabilities (SEND) Policy
- [Asthma Policy](#)
- [Allergen and Anaphylaxis Policy](#)
- Complaints Procedures Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Attendance and Absence Policy
- Pupils with Additional Health Needs Attendance Policy
- [Admissions Policy](#)

## 2. Roles and responsibilities

The governing board will be responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.

- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

The headteacher will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Having overall responsibility for the development of IHPs.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the school nurse where a pupil with a medical condition requires support that has not yet been identified.

Parents will be responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

Pupils will be responsible for:

- Being fully involved in discussions about their medical support needs, where applicable.
- Contributing to the development of their IHP, if they have one, where applicable.
- Being sensitive to the needs of pupils with medical conditions.

School staff will be responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.
- Taking into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

The school nurse will be responsible for:

- Notifying the school at the earliest opportunity when a pupil has been identified as having a medical condition which requires support in school.
- Supporting staff to implement IHPs and providing advice and training.
- Liaising with lead clinicians locally on appropriate support for pupils with medical conditions.

Clinical commissioning groups (CCGs) will be responsible for:

- Ensuring that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Being responsive to LAs and schools looking to improve links between health services and schools.
- Providing clinical support for pupils who have long-term conditions and disabilities.
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

Other healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the school nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

The LA will be responsible for:

- Commissioning school nurses for local schools.
- Promoting cooperation between relevant partners.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Providing support, advice, guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.

- Working with the school to ensure that pupils with medical conditions can attend school full-time.

Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

### **3. Admissions**

Admissions will be managed in line with the school's Admissions Policy.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

The school information pack requests medical information at the start of the academic year and in-year admissions.

### **4. Notification procedure**

When the school is notified that a pupil has a medical condition that requires support in school, the school nurse will inform the headteacher. Following this, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in detail in the [IHPs](#) section of this policy.

The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the headteacher based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

### **5. Staff training and support**

Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by the school nurse through the development and review of IHPs, on a regular basis for all school staff, and when a new staff member arrives. The school nurse will confirm the proficiency of staff in performing medical procedures or providing medication.

A first-aid certificate will not constitute appropriate training for supporting pupils with medical conditions.

Through training, staff will have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out *a minimum of an* [annual](#) basis for all staff and included in the induction of new staff members.

The school nurse will support the medical lead, Ms J Holmes to identify suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Training will be commissioned by the schools medical lead [Ms J Holmes](#), and the [School Business Manager Miss M Dunkley](#) and provided by the following bodies:

- [The National College Level 2 Training](#)  
<https://nationalcollege.com/courses/certificate-in-administering-medication-2024-2025>
- [The school nurse](#)
- [GP consultant](#)
- [The parents of pupils with medical conditions](#)

The parents of pupils with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The governing board will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

Supply teachers will be:

- Provided with access to this policy [via the schools website noted on the external agency safeguarding form](#).
- Informed of all relevant medical conditions of pupils in the class they are providing cover for.
- Covered under the school's insurance arrangements.

## **6. IHPs**

The school, healthcare professionals and parents agree, based on evidence, whether an IHP will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the pupil will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies
- Whether a child can self-manage their medication



- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively
- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the pupil's condition and the support required
- Arrangements for obtaining written permission from parents and the headteacher for medicine to be administered by school staff or self-administered by the pupil
- Separate arrangements or procedures required during school trips and activities
- Where confidentiality issues are raised by the parents or pupil, the designated individual to be entrusted with information about the pupil's medical condition
- What to do in an emergency, including contact details and contingency arrangements

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND will be mentioned in their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

## 7. Managing medicines

In accordance with the school's Administering Medication Policy, medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils under 16 years old will not be given prescription or non-prescription medicines without their parents' written consent.

Non-prescription medicines *i.e.* [Calpol](#) may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional, [GP or Nurse](#)
- [With parental and carer consent](#)

No pupil under the age of 16 will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken, and the maximum dosage allowed.

Parents will be informed any time medication is administered that is not agreed in an IHP.

The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is

insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and will be able to access them immediately, whether in school or attending a school trip or residential visit. Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Controlled drugs will be stored in a non-portable container and only named staff members will have access; however, these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.

The school will hold asthma inhalers for emergency use. The inhalers [are stored in classrooms easily accessible by all pupils](#). [Children should not carry inhalers with them](#). Inhalers will be used in line with the school's Asthma Policy.

Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. A record of side effects presented will also be held.

## **8. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)**

The school's [Allergen and Anaphylaxis Policy](#) is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The catering team are required to undertake annual training and will also work with [BCC LA catering provider, Cityserve](#), to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff members receive appropriate training [annually](#) and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the school's [Allergen and Anaphylaxis Policy](#). Where a pupil has been prescribed an AAI, this will be written into their IHP.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

[All pupils](#) who have prescribed AAI devices, these will be stored in a suitably [in their classrooms](#).

Designated staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. AAI's will only be administered by these staff members.

In the event of anaphylaxis, a designated staff member will be contacted. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI. If necessary, other staff members may assist the designated staff members with administering AAI's, e.g. if the pupil needs restraining.

The school will keep a spare AAI for use in the event of an emergency, which will be checked on a [monthly](#) basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in [the medical cupboard in the school office](#) ensuring that it is protected from direct sunlight and extreme temperatures. The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAI's are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom

For children under the age of 6, a dose of 150 micrograms of adrenaline will be used.

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used.

AAI's will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the [Allergen and Anaphylaxis Policy](#).

*Marsh Hill Primary school agree to keep AAI devices in classrooms and pupils are not to carry them on their person. All peers in the class were informed about the epi-pen and where to locate it. This was to avoid loss or accidental miss-use. AAI devices, one is kept in the classroom for the pupil in a non-locked cupboard signposted Epi-Pen in here.*

[We keep a spare Epi-Pen in 2D \(Nearest classroom to the hall\) as well as one in the office,](#)

## 9. Record keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed. Appropriate forms for record keeping can be found in [Appendix D](#) and [Appendix E](#).

## 10. Emergency procedures

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

Where an IHP 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, e.g. telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive. When transporting pupils with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

## 11. Day trips, residential visits and sporting activities

Pupils with medical conditions will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils, parents and relevant medical professionals. The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible.

## 12. Unacceptable practice

The school will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil or their parents.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the school office alone or with an [unsuitable](#) escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.

- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **13. Liability and indemnity**

The governing board will ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds an [employee](#), insurance policy through [BCC LA](#) with covering liability relating to the administration of medication.

All staff providing such support will be provided with access to the insurance policies.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

### **14. Complaints**

Parents or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

### **15. Home-to-school transport**

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

### **16. Defibrillators**

The school has an automated external defibrillator (AED) Defibtech Lifeline. The AED is in a wall mounted cabinet, outside the Assistant Head Teacher and Pastoral Managers office in an unlocked, cabinet.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed [annually](#).

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

Maintenance checks will be undertaken on AEDs on a weekly basis by the [first aid responsible person, H Marshall and the school business manager, Miss Michelle Dunkley](#) will also keep an up-to-date record of all checks and maintenance work.

## **17. Monitoring and review**

This policy is reviewed on an [annual](#) basis by the medical lead, school business manager and headteacher. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

The next scheduled review date for this policy is [September 2025](#).

## Appendix A - Individual Healthcare Plan Implementation Procedure

1

- A parent or healthcare professional informs the school that the child has a medical condition or is due to return from long-term absence, or that needs have changed.

2

- The headteacher coordinates a meeting to discuss the child's medical needs and identifies a member of school staff who will provide support to the pupil.

3

- A meeting is held to discuss and agree on the need for an IHP.

4

- An IHP is developed in partnership with healthcare professionals, and agreement is reached on who leads.

5

- School staff training needs are identified.

6

- Training is delivered to staff and review dates are agreed.

7

- The IHP is implemented and circulated to relevant staff.

8

- The IHP is reviewed annually or when the condition changes (revert back to step 3).

**Appendix B**  
**DFE 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

**(continue overleaf)**

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



**Appendix C**  
**Template B: Parent Agreement for School to Administer Medicines**  
**Permission Form**

Marsh Hill Primary 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.

**Date form completed** \_\_\_\_\_

**Date to be reviewed** \_\_\_\_\_

**Name of school: Marsh Hill Primary School, Marsh Hill, Erdington, Birmingham. B23 7HY**

**Name of child** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Class** \_\_\_\_\_

**Medical condition or illness** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GP Name** \_\_\_\_\_

**Name / Type of Medicine** \_\_\_\_\_

**(as described on the container)** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

**Dosage and method** \_\_\_\_\_

**Time to be administered** \_\_\_\_\_  
*(continue overleaf)*

**Special Precautions/Other** \_\_\_\_\_

**Instructions** \_\_\_\_\_

**Are there any side effects that school need to know about?** \_\_\_\_\_

**Self-administration - Yes / No** \_\_\_\_\_

**Procedures to take in an Emergency** \_\_\_\_\_

**Route (i.e. Oral, skin, eyes)** \_\_\_\_\_

**Contact Details:**

**Name of Parent / Carer** \_\_\_\_\_

**Daytime Telephone number** \_\_\_\_\_

**Relationship to child** \_\_\_\_\_

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 (Parent / Guardian):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature (Head Teacher):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix D - Template C: Medical Data Input Form Administered to an Individual Pupil**

<u>Date</u>	<u>Dose Given</u>	<u>Name of Staff</u>	<u>Signed</u>	<u>Notes</u>

**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_



## Appendix F - Template E: Staff training record – administration of medicines

Name of school/setting	Marsh Hill Primary School
Name	Julie Holmes
Type of training received	Asthma & Anaphylaxis AAI (Epi-pen)
Date of training completed	15 <sup>th</sup> Oct 2024
Training provided by	NHS Nurse
Profession and title	

Name	Administering Medicines National College	Asthma & Anaphylaxis AAI (Epi-pen)	Consent to Administer AAI (Epi-pen)
Mrs Aujla		15.10.24	15.10.24
Ms Baxter		15.10.24	
Miss Black			
Ms Buffong			
Ms Campbell			
Ms Caruana		15.10.24	15.10.24
Mrs Caven		15.10.24	
Mr Chikandwa		15.10.24	15.10.24
Ms Cichon		15.10.24	15.10.24
Ms Cureton		15.10.24	15.10.24
<b>Mr Cusack</b>		15.10.24	15.10.24
Ms Deans		15.10.24	15.10.24
Miss Dhopatkar		15.10.24	15.10.24
Miss Dunkley	17.10.24		
Mr Glover		15.10.24	15.10.24
Miss Grant		15.10.24	15.10.24
Mr Hamblett		15.10.24	15.10.24
Miss Ho			
Miss Hodge		15.10.24	15.10.24
Miss Holmes		15.10.24	15.10.24

Name	Administering Medicines National College	Asthma & Anaphylaxis AAI (Epi-pen)	Consent to Administer AAI (Epi-pen)
Mrs Hunt	3.9.24	15.10.24	15.10.24
<b>Mrs Leavey</b>			
Ms Lomas	23.8.24	15.10.24	15.10.24
Ms Marshall		15.10.24	15.10.24
<b>Mrs Maryam</b>			
Mr Mohammed		15.10.24	
Miss Morrison		15.10.24	15.10.24
Miss Mostofa		15.10.24	15.10.24
Mrs Mounthey	3.9.24	15.10.24	15.10.24
Miss Parveen		15.10.24	15.10.24
Mrs Quelch		15.10.24	
Mrs Renar		15.10.24	15.10.24
Mrs Roberts-Clover		15.10.24	15.10.24
Mrs Ul-Haq		15.10.24	15.10.24
<b>Mrs Savage</b>			
Mrs Woodley		15.10.24	15.10.24

**Appendix G DFE Template F: Contacting Emergency Services**

At Marsh Hill Primary School, all medical and first aid administering forms are completed on Scholar Pack. The following will apply with our actions and recording.

**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: **Marsh Hill Primary School, Marsh Hill, Erdington Birmingham B23 7HY**
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. the above will be recorded on Scholar Pack a copy of this form will be placed by the phone as a reminder and prompts.



## Appendix H DFE 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 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 [Insert Date and Time]. 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

**Name**  
**Position / Job title**



## Appendix 1

# Supporting Children with Medical Conditions and Managing Medicines in School Policy

Our policy states that we will not administer medicines to pupils unless they have been prescribed by a physician.

This Appendix covers Residential and Off-Site visits where over the counter medicines can be administered by staff with parental permission.

### Residential and Day Trips

#### 1.1 Travel Sickness

For trips where children need to take travel sickness medication for a return journey, parents are required to complete a consent form for a tablet to be given for the return journey (see below).

#### 1.2 Single Day Trips

Parents will need to state the time when the first tablet was given. A member of SLT/Medical Lead will discuss with parents when the next tablet can be taken as it may not be needed for half-day trips.

#### 1.3 Calpol

Following advice from the school nursing team on **16<sup>th</sup> June 2023**, we are allowed to administer Calpol for pupils requiring it, with parental consent.

### 1.4 Residential and Off-Site Visits – Administering Medicines Consent Form

<b>Name of Pupil</b>	
<b>Date of trip</b>	
<b>Class</b>	
<b>Medicine required by pupil</b>	
<b>Dosage</b>	
<b>Time given by parent</b>	
<b>Time to be given by staff</b>	
<b>Name of Parent</b>	
<p>I _____ (Parent/Carer Signature)</p> <p>of _____ (child's name) Class: _____</p> <p>Give permission for the school to administer the above medication whilst on the school trip.</p> <p>Date: from _____ to _____</p>	