

First Aid – Supporting Pupils with Medical Needs

Document Control	
Document Title:	Supporting Pupils with Medical Needs and Children with Health Needs who Cannot Attend School Policy.
Version:	3
Summary of Changes from Previous Version:	<ul style="list-style-type: none"> ▪ No changes of substance. ▪ Reformatted in line with policy template only.
Name of Originator/Author (including job title):	<ul style="list-style-type: none"> ▪ Frazer Smith – Group Safeguarding Lead
Target Audience:	Headteachers, Governors, Designated Safeguarding Leads
Review By Date:	December 2025
Date Issued:	02.12.2024

Contents

Part One: Supporting pupils with medical needs	2
Relevant Documents	10
Annex 1: Parental agreement for setting to administer medicine	11
Annex 2: Individual Healthcare Plan and Emergency Medication	12
Annex 3: Record of medicine administered to an individual child	17
Annex 4: Record of medicine administered to all children.....	20
Annex 5: Staff training record – administration of medicines.....	21
Annex 6: Contacting emergency services.....	22
Annex 7: Model letter inviting parents to contribute to individual healthcare plan development.....	23
Part Two: Children with Health Needs who cannot attend school Policy	24
Exemplar Children with Health Needs who Cannot Attend School Policy.....	25

Supporting Pupils with Medical Needs and Children with Health Needs who Cannot Attend School Policy

This policy is in line with our equal opportunities statement and aims to support inclusion for all of our pupils. The policy covers all statutory elements and focuses on maintaining the highest expectations for all pupils and bringing out the 'best from everyone'.

Part One: Supporting pupils with medical needs

Rationale

The number of pupils attending mainstream schools who have specific medical needs is increasing. Many children and young people have their participation in school affected by illness or a specific medical condition. This may result in a minor disruption, or it may cause regular or permanent limitation to their access to education. Most children with medical needs are able to attend school regularly and with appropriate support from family and school and can take part in the normal school activities. However, some children with long term, complex or individualised medical needs will need to have them carefully planned and monitored by school, parents/carers, medical and other professionals and where appropriate for the child, to maximise curriculum access, their inclusion and to safeguard the child's health and safety. It is crucial that all involved have an understanding of the policy and procedures the school is operating.

Introduction

United Learning is committed to ensuring that the necessary provision is made for every pupil within their schools' communities. The Trust celebrates the inclusive nature of its schools and strives to meet the needs of all pupils including those with medical needs and conditions.

Section 100 of The Children and Families Act 2014 places a duty on the governing body of each school to make arrangements for supporting children with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

The Trust endeavours to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

Each school will ensure that all medical information will be treated confidentially by the Headteacher and staff.

All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document.

All staff have a duty of care to follow and co-operate with the requirements of this policy.

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

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

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

Coworth Flexlands School: Supporting Pupils with Medical Needs Policy

Context

This policy was developed in consultation with parents/carers, staff and pupils and has regard to:

- Statutory Guidance: Supporting pupils at school with medical conditions – DfE – December 2015
- Section 100 of the Children and Families Act 2014 and associated regulations
- The Equality Act 2010
- The SEND Code of Practice (updated 2020)

Headteacher: Nicola Cowell

The named member of school staff responsible for this medical condition policy and its implementation is:

Name: Kerry Webb

Role: Business Manager

Governor with responsibility for Medical Needs: Mr Paul Underwood

This policy will be reviewed annually

Agreed by Governing Body: June 2025

Review date: June 2026

This policy is to be read in conjunction with our:

- SEND Policy
- Safeguarding policy
- Equal Opportunities
- Behaviour for Learning policy
- Curriculum and Teaching policy
- Health and Safety Policy
- School Visits Policy
- Complaints Policy

Aims and Objectives

Aim

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.

Objectives

- To establish a positive relationship with parents and carers, so that the needs of the child can be fully met
- To work in close partnership with health care professionals, staff, parents and pupils to meet the needs of each child
- To ensure any social and emotional needs are met for children with medical conditions
- To minimise the impact of any medical condition on a child's educational achievement
- To ensure that a Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively
- To ensure as little disruption to our pupils' education as possible
- To develop staff knowledge and training in all areas necessary for our pupils
- To ensure safe storage and administration of agreed medication
- To provide a fully inclusive school.

Roles and Responsibilities

The Governing Body

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Coworth Flexlands School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by specialists is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Monitoring written records of any and all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Coworth Flexlands School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensure that all supply staff are aware of the policy and are briefed on individual pupil needs where appropriate

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring that there are sufficient staff who have agreed to have supporting medical conditions as part of their job description and contract.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff Members

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils 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 pupil with a medical condition needs help.
- Fully aware of who is a named staff member responsible for administering injections (if applicable).

There is no legal duty which requires staff members to administer medication; this is a voluntary role.

Parents/Carers/Guardians

- Parents have prime responsibility for their child's health and should provide the school with up-to-date information about their child's medical conditions, treatment and/or any special care needed.
- Completing a parental agreement for school to administer medicine form before bringing medication into school. Draft in Annex 1
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- If their child has a more complex medical condition, they should work with the School and/or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies.
- It is the parent/carers responsibility to make sure that their child is well enough to attend school.

The Pupil

- Pupils are often best placed to provide information about how their condition affects them.

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- In the case of extreme allergies and for those in Y3 above pupils 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.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of an adult.

Local Authorities

- Local authorities are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014).
- Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.
- Local authorities should work with schools to support pupils with medical conditions to attend full-time.
- Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.
- Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Individual Health Care Plans

- An Individual Healthcare Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.
- Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the child's statement or EHC plan where they have one.
- Parents will receive a copy of the Health Care Plan with the originals kept by the school. Medical notices, including pictures and information on symptoms and treatment are placed in the staff room and given to the child's class teacher for quick identification, together with details of what to do in an emergency.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs 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.
- Medications will be stored in the Medical Room or in a lockable box in the fridge in the School Office. All medicines must be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away;
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils with asthma are encouraged to carry their inhalers with them. From Year 3 onwards this will be expected of children unless there are any factors preventing them doing so. A spare inhaler should also be kept in the Medical Room. Children with diabetes are encouraged to keep medication close to hand. They can take high energy snacks when needed and at any point in the day.
- Written records will be kept of any medication administered to children. When medicine has been administered at Coworth Flexlands School it is recorded in the administration of medicine book. When on school trips a separate administration of medicine form is completed. (Appendix 3) When an inhaler is used, and e-mail should be sent to the child's parent (see Appendix 4)
- Pupils will never be prevented from accessing their medication.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Our defibrillator is kept in the School Office and can be used by any adult as it has full instructions.
- Coworth Flexlands School cannot be held responsible for side effects that occur when medication is taken correctly.

Educational Visits

- We actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure pupils with medical needs are

included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

- A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the school nurse or other healthcare professional that are responsible for ensuring that pupils can participate. A copy of the child's health care plan should be taken with the child on an Educational Visit.
- The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all school trips and given to the responsible adult that works alongside the pupil throughout the day. A First Aid kit must be taken on all school trips. The Trip Leader must ensure that all adults have the telephone number of the school in case of an emergency.
- The school will refer to the OEAP National Guidance documents on First Aid (4.4b) and Medication (4.4d) to ensure suitable provision at the planning stage of every trip.
- The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip.

Staff Training

- The school provides regular whole-school awareness training to ensure that all staff are aware of this policy and their role in implementing the policy. This is also included in induction arrangements for new staff.
- Any member of staff providing support to a pupil with medical needs must have received suitable training. It is the responsibility of the Headteacher to lead on identifying with health specialists the type and level of training required and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.
- Training must be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- It is important that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. The school ensures that training on conditions which they know to be common within their school is provided (asthma, epi pen, sickle cell, diabetes for example)
- Parents can be asked for their views and may be able to support school staff by explaining how their child's needs can be met but they should provide specific advice, nor be the sole trainer.

Emergency Procedures

- Medical emergencies will be dealt with under the school's emergency procedures
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail
 - What constitutes an emergency
 - What to do in an emergency
 - Ensure all members of staff are aware of emergency symptoms and procedures
 - Other children in school should know to inform a teacher if they think help is needed

If a pupil needs to be taken to hospital, a member of staff will remain with the child until a parent arrives.

Unacceptable Practice

As outlined in the DfE statutory guidance.

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, 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 for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare 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
- 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.

Complaints

Please refer to the school's complaint's policy.

Other Considerations

Defibrillators

The defibrillator is kept in the school playground, it is clearly signposted and staff are informed of it's location.

Emergency Inhalers

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. The First Aid Policy details the use of the emergency inhaler based on - [Guidance on the use of emergency salbutamol in schools \(DoH, 2015\)](#). The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been



given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The emergency inhaler is kept in the Medical Room.

The inhaler can be used with written permission if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Relevant Documents

Supporting pupils with medical conditions – DfE – December 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

Section 100 – Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

The Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

The SEND Code of Practice – 2015 (updated 2020)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Health Conditions in Schools Alliance – this site has Individual Healthcare Plan information for specific conditions

<http://medicalconditionsatschool.org.uk/>

Annex 1: parental agreement for setting to administer medicine

This form is completed in person in the School Office.

Child's Full Name		Year	
D.O.B			
Name of doctor/prescriber			
Details of condition/illness			
Name of medication (as described on the container)	<i>For duration of course, please advise daily if your child has received dosage before school</i>		
Duration of course	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
Date given to school			
Date dispensed to parent/guardian			
Date & time of medicine to be administered			
Dosage			
Special instructions e.g. refrigerate			
Special precautions (if any)			
Side effects (if any)			
Procedures to follow in an emergency (if any)			
If this is not a prescribed medicine, please list extenuating circumstances for it to be administered			



Member of staff name	
Member of staff signature	

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: _____

- **Medicine can not be administered unless this form is completed.** All medication must be handed to the School Office.
- All medicine administered must be recorded in the Medicine Book which is kept in the medical room.

Annex 2: Individual Healthcare Plan and Emergency Medication

This form is completed by parents either via email or in person

 <p>Inspiring Minds, Nurturing Spirit</p>	<p>INDIVIDUAL HEALTH CARE PLAN</p> <p>< Photo Inserted ></p>
Pupil's Name:	Pupil's address:
DOB:	Form/Class:
Medical diagnosis or condition:	
Date:	Review Date:
FAMILY CONTACT INFORMATION:	
Parent/s name:	Phone (work):
Parent/s signature:	Home: Mobile:
Relationship to child:	
Clinic/Hospital Contact	
Name:	Phone no:
GP Name:	GP 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 (not permitted to go on school visit/trips unless current medication is provided)
Other information (including medication storage in school)
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency (<i>state if different for off-site activities</i>)
Plan developed with

School Emergency Medication

Adrenaline Auto Injectors Procedure - Anaphylaxis

Recognition and management of an allergic reaction

Signs and Symptoms

An anaphylactic reaction always requires an emergency response

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY:

- Persistent cough
- Hoarse voice
- Difficulty swallowing, swollen tongue

BREATHING:

- Difficult or noisy breathing
- Wheeze or persistent cough

CONSCIOUSNESS:

- Persistent dizziness
- Becoming pale or floppy
- Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult,
allow child to sit)
2. **Use Adrenaline autoinjector* without delay**
3. Dial 999 to request ambulance and say ANAPHYLAXIS



***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further dose of** adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS** use adrenaline autoinjector **FIRST** in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

The school may administer their 'spare' auto injector (AAI) obtained without prescription, for use in emergencies only to a pupil who is at risk of anaphylaxis, where both medical authorisation and written parental consent has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

AAIs can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare AAI. In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Calling an Ambulance Specifically for Anaphylaxis

- When dialling 999, give clear and precise directions to the emergency operator, including the postcode of your location.
- If the pupil's condition deteriorates and a second dose adrenaline is administered after making the initial 999 call, make a second call to the emergency services to confirm that an ambulance has been dispatched.
- Send someone outside to direct the ambulance paramedics when they arrive
- Tell the paramedics: – if the child is known to have an allergy; – what might have caused this reaction e.g. recent food; – the time the AAI was given.

Auto Injector Administration – Protocol

- Devices are stored in clearly labelled areas, in the medical room and the Head of EYFS's office – in unlocked cupboards.
- Pupils who require an AAI have a written Individual Healthcare Plan which includes consent for the spare AAI to be used.
- The spare AAI will only be used where both medical authorisation and written parental consent have been provided.
- Appropriate support and training for staff in the use of the AAI in line with the schools wider policy on supporting pupils with medical conditions.
- Record the use of an AAI, identifying whether it was the schools or the child's own device.

Coworth Flexlands Emergency Anaphylaxis Kit include.

- 2 AAI(s) in Medical Room
- Instructions on how to use the device(s).
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- Incident log.

Auto-injector – Initial Incident Log

Child's Name	
Class	
Symptoms	
Trigger (if known)	
Date	
Time	
Time Ambulance Called – who by?	
Time Ambulance Arrived	
Name of person administering	
Number of AAI used	
Autoinjector Used How many mg? (Personal/School/Both)	
Witnesses/Assistants	
Head and Business Manager Informed – who by?	
Inform First Aid Lead to replace AAI	
Incident Report Completed – who by?	

Name of Auto Injector	Batch Number/Expiry	Location
Epi Pen Jnr 0.15mg	4KC341H 01/26	Medical Room
Epi Pen Jext 0.15mg	M4608 07/25	Medical Room

Asthma Plan

To be completed for all children who have an inhaler in school.

NB: 2 inhalers are to be provided to the school

Name	
Class	
Date	

What are the signs we should look for prior to an asthma attack?

Are there any key words your child may use to express their symptoms?

Name of your child's reliever medicine and the colour of the device

Does your child use a spacer?	
Does your child need help using their inhaler?	
Does your child need to carry their inhaler at all times?	

Please list your child's asthma triggers

Should your child take their medication prior to exercise? If yes please provide details.	
---	--

I give my consent for the school staff to administer/assist my child with their own reliever inhaler as required. I understand it is my responsibility to ensure my child's inhaler is named and in date. I confirm I will update the school should any of these details change.	
Signed	
Name	
Relationship to child	

I confirm I give consent for the use of the emergency salbutamol inhaler should it be required. I can confirm my child has been diagnosed with asthma and prescribed an inhaler.
--



Signed	
Name	

Relationship to child	
-----------------------	--

Office use only

- added to isams
- added to class medical lists
- 2 x inhaler received and named
- spacer received
- ITP created and shared with staff (if appropriate)

Annex 3: record of medicine administered to an individual child

Record of Medicine Given to Individual Pupil

To be used for children with regular medication throughout the day. Only staff trained to administer medicine may give medication.

Child Name	
Child Year Group	
Date	
Time Given	
Dose Given	
Any Reaction	
Name of Staff Member	
Staff Initials	

Child Name	
Child Year Group	
Date	
Time Given	
Dose Given	
Any Reaction	
Name of Staff Member	
Staff Initials	

Child Name	
Child Year Group	
Date	
Time Given	
Dose Given	
Any Reaction	
Name of Staff Member	
Staff Initials	



Annex 4: Record of medicine administered to all children

Administration of Medicine – In school log (for all children)

Year Group.....

Date	Time	Child's Name	Name of Medicine	Dose Given	Any reactions	Signature	Print Name

Trips Administration of Medicine

Name of trip.....

Annex 5: staff training record – administration of medicines

Training is on TES Educare – staff training is recorded on a training log and also downloadable through TES . Example of training record below:

First Aid Training	Expires	Type/Notes	Understanding Asthma	Concussion Awareness	Administration of Medic (Teachers)	Antibiotics	Notes
ALL STAFF WORKING WITH CHILDREN							
Completed 9/2/2024	Essentials	2/13/2024	9-Feb-24	2/10/2024	2/10/2024		
Completed 8/09/2022	Mar 28 (E&W)	First Aid at Work 3 Day	Expires Oct 25	Expires Oct 25	Expires Oct 25	Expires Oct 25	



Annex 6: 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 Coworth Flexlands School, Chertsey Road, Chobham, Surrey, GU24 8TE.
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



Annex 7: Model letter inviting parents to contribute to individual healthcare plan development

IHCP – New Pupil

Dear {Title} {LastName}

Thank you for informing us of {Students:{FirstName}}, | and }'s medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions, for your information.

[Supporting Pupils with Medical Needs Policy \(Coworth Flexlands Prep School and Nursery\)](#)

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the 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.

Please be advised that the IHCP form is now available on the portal for completion, at your earliest convenience.

If you have any queries or would like to discuss further, or feel a meeting would be beneficial, please do not hesitate to contact us on 01737 363 601.

Yours sincerely

IHCP – Current Pupil with IHCP

Dear {Title} {LastName}

IHCP's require review annually and are now available to complete, via the portal. Please could you kindly complete for {Students:{FirstName}}, | and }, at your earliest convenience.

Please click on link, for further details of the policy

[Supporting Pupils with Medical Needs Policy \(Coworth Flexlands Prep School and Nursery\)](#)

If there are any changes to the diagnosis or medication during the school year, please update accordingly, on the portal.

Thank you for your assistance. The

School Office

Part Two: Children with Health Needs who cannot attend school Policy

Rationale

The Government's policy intention is that all children, regardless of circumstance or setting should receive a good education to enable them to shape their own futures. Therefore alternative provision and the framework surrounding it should offer good quality education on par with that of mainstream schooling, along with the support pupils need to overcome barriers to attainment. This support should meet a pupil's individual needs, including social and emotional needs, and enable them to thrive and prosper in the education system.

Introduction

Coworth Flexlands School aims to support the LA in ensuring that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential. Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, students should receive their education within their school and the aim of the provision will be to reintegrate students back into school as soon as they are well enough. We understand that we have a continuing role in a student's education whilst they are not attending school and will work with the LA, health, other statutory agencies and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

Students who are unable to attend school as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

Coworth Flexlands School - Children with Health Needs who Cannot Attend School Policy

Context

This policy reflects the requirements of the [Education Act 1996](#).

It also has due regard to all relevant legislation and statutory guidance including, but not limited to:

- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

It also based on guidance provided by Surrey County Council

This policy complies with our funding agreement and articles of association.

Headteacher: Nicola Cowell

The named member of school staff responsible for this medical condition policy and its implementation is:

Name: Sarah Nunn

Role: Deputy Headteacher

Governor with responsibility for Medical Needs: Paul Underwood

This policy will be reviewed annually

Agreed by Governing Body:

Review date:

This policy operates in conjunction with the following policies:

- Attendance Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy

Aims

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents understand what the school is responsible for when the local authority is providing this education

Local Authority Responsibilities

Local Authorities are responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. This applies whether or not the child is on the roll of a school and whatever the type of school they attend. It applies to children who are pupils in Academies, Free Schools, special schools and independent schools as well as those in maintained schools.

The law does not define full-time education but children with health needs should have provision which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.

Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, LAs should provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science.

Guidance provided by the child's local authority can be found via the following links:

[Surrey County Council](#)

Responsibilities of the school

The school will ensure:

- Arrangements for students who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- The termly review of the arrangements made for students who cannot attend school due to their medical needs.
- Roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all.
- Robust systems are in place for dealing with health emergencies and critical incidents, for both on and off-site activities.
- Staff with responsibility for supporting students with health needs are appropriately trained.
- Reviewing this policy on an annual basis.

The staff member with responsibility for coordinating the support for students with health needs is the Headteacher

This may include:

- Assessing the needs of each individual case and designing a work plan to suit their individual needs. This will include coordinating with SLT, Heads of department, Form teachers and other health and education professionals.
- Sending work home, liaising with hospital schools, remote learning
- Parent and child consultation will be integral and ongoing to assessing the needs and designing the work plan
- Integrating back into school will be based on each individual case, catering for the needs.

- When a child is absent with illness for longer than 10 consecutive school days, the school will contact the parents to make suitable arrangements for the continuance of their learning.
- All absences are subject to our attendance policy and the provisions within it to maximise accessibility to education.

Reintegration

When reintegration is anticipated, the school will work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made