



# ASTON FIELDS MIDDLE SCHOOL

## MEDICAL CONDITIONS POLICY

Date: September 2025

Date of Review: Annually in September



## MEDICAL CONDITIONS POLICY

Designated Member of Staff: Mrs Mynott

Designated Governor: Mrs Richardson/Mr Wigley

### Policy Statement

**Aston Fields Middle School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide pupils with medical conditions the same opportunities as others at school and achieve this by ensuring that:**

- Aston Fields staff understand their duty of care to children and young people in the event of an emergency.
- Staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken exactly as prescribed.
- Staff understand the common medical conditions that affect children at this school.
- This school allows time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive any additional training that may be necessary about any children they may be working with who have complex health needs supported by an Individual Healthcare Plan (IHP) (Appendix 1 – form 1).

### Guidelines

#### **1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.**

This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

This school aims to provide children with medical conditions the same opportunities as others at school. We will help to ensure they continue to enjoy their learning and achieve to their full potential.

Pupils with medical conditions must receive a full time education, unless this would not be in their best interests because of their professionally acknowledged health needs.

Pupils with medical conditions are encouraged to take control of their condition and health needs.

This school aims to include pupils with medical conditions in school activities.

Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

This school ensures staff understand their duty of care to children and young people in the event of an emergency.



Staff have access to information about what to do in an emergency.

Staff have an understanding of the common medical conditions that may affect children at this school. The Assistant Headteacher is responsible for ensuring staff receive updates as required. The School Nursing Service provides updates when the school requests.

## **2. The medical conditions policy is a clear communication plan for staff, parents/carers and other key stakeholders**

Parent/carers are informed about the medical conditions policy via the school's website.

School staff are informed about the school's medical conditions policy:

- through the staff handbook (from September 2024) and staff development meetings and by accessing the school's intranet.
- through Staff Development meetings and Briefings.
- supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Healthcare Plans related to the children in their care and how to respond in emergencies. It is the Cover Manager's responsibility to ensure this happens, monitored by the Assistant Headteacher.
- Staff are made aware of any Individual Healthcare Plans as they relate to their teaching/supervision groups. This is a role for the designated member of staff.

## **3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school**

Relevant staff are aware of the most common serious medical conditions at this school.

Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Staff receive updates once a year for all medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Healthcare Plan (Appendix 1 Form 1). This school uses Individual Healthcare Plans to inform the appropriate staff of pupils with complex health needs in their care who may need emergency help.

This school has procedures in place so that a copy of the pupil's Individual Health Care Plan is sent to the emergency care setting with the pupil. On an occasion when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. If a pupil needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent/carer arrives. This school will try to ensure that the staff member will be one the pupil knows but this may not always be possible. The staff member concerned must inform a member of the school's senior leadership team that they are accompanying a child to hospital.



#### **4. The school has clear guidance on the administration of medication at school**

##### **Administration – emergency medication**

This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**

This school will ensure that pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

##### **Administration – general**

This school understands that medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

This school understands the importance of medication being taken exactly as prescribed.

A record of all medicines administered to individual pupils will be kept, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered should also be noted.

All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication.

Staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

This school will ensure that specific training and updates will be given to staff members who agree to administer medication to pupils if necessary (e.g. epi-pen).

Staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Healthcare Plan.

Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they **should notify the school immediately.** Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible. Staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities overseen by the Assistant Headteacher. If a pupil misuses medication, either their own or another pupil's, their parents/carers will be informed as soon as possible. The school will seek medical advice by ringing A+E if this



situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.



## **5. This school has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication**

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent/carer and appropriate staff involved.

### **Safe storage - non-emergency medication**

All non-emergency medication is kept in a secure place, in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is accessible only to those for whom it is prescribed.

### **Safe storage – general**

This school has two identified members of staff/designated person who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access.

Two identified members of staff check the expiry dates for all medication stored at school each term (i.e. three times a year).

The identified members of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.

All medication (including blue inhalers) is sent home with pupils at the end of the school year.

It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

### **Safe disposal**

Parents/carers at this school are asked to collect out-of-date medication.

If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Two named members of staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done 3 times a year.



Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent/carer.

Collection and disposal of sharps boxes is arranged with the pupils' parents/carers.

### **Needle Stick Injuries**

In the highly unlikely event of a needlestick injury from a used needle, the person involved should:

1. Wash with soap and water under running water and apply dressing.
2. A member of the Senior Leadership Team must be informed immediately.
3. Seek medical advice either from A&E/Medical Assessment Unit/GP surgery as soon as you can.
4. DO NOT encourage the wound to bleed, this will most probably cause inflammation by pressing wound. Do not lick or suck the wound.
5. In the absence of a Senior Leadership Team person the First Aider must still follow this advice. The parents/carers must also be contacted without delay. All contact numbers on the school's system for parents/carers **must** be used in order to make contact, should one number not connect.

### **6. This school has clear guidance about record keeping for pupils with medical conditions**

#### **Enrolment forms**

Parents/carers at this school are asked if their child has any medical conditions.

#### **Individual Healthcare Plans (Appendix1 Form 1)**

##### *Drawing up Individual Healthcare Plans*

This school uses an Individual Healthcare Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required, (see Appendix 1 Form 1). Examples of complex health needs which may generate an Individual Healthcare Plan following discussion with the school nurse and the school are:



- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to parents/carers of pupils with a complex health need and, if necessary, parents/carers are invited into school to discuss the contents, to ensure we know how to support each pupil effectively and to provide clarity about what needs to be done, when and by whom. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis.

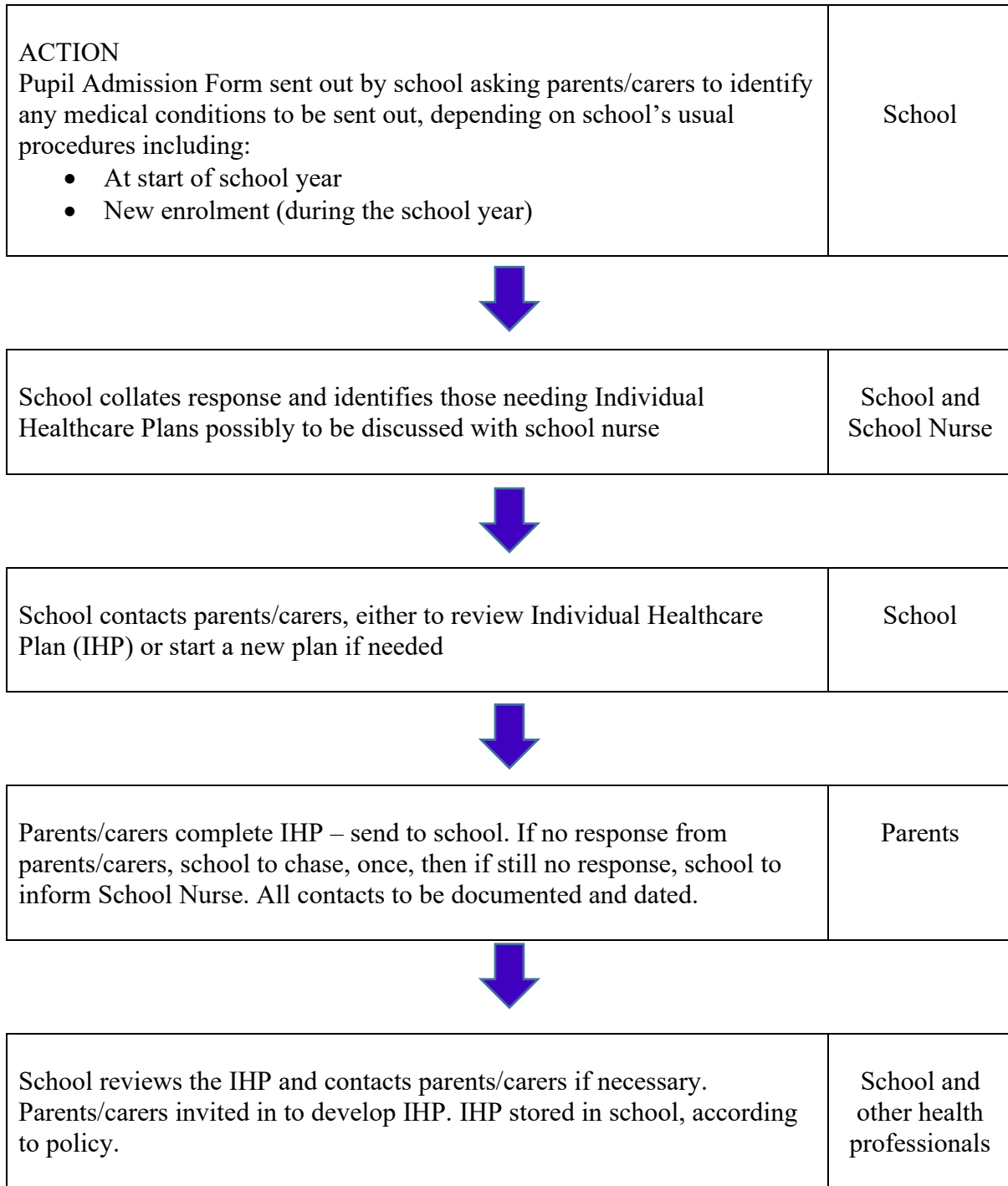
It is the parent's/carer's responsibility initially, to fill in the Individual Healthcare Plan and return the completed form to the school. If the school does not receive an Individual Healthcare Plan, school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Healthcare Plan has not been completed, the school or school nurse will contact the parents/carers and may convene a meeting or consider safeguarding children procedures if necessary.

The finalised plan will be given to parents/carers, school and shared with the emergency services, should that ever be required.

This school ensures that a relevant member of school staff is present, if required, to help draw up an Individual Healthcare Plan for pupils with complex health or educational needs.



## Medical Conditions Information Pathway



### NOTE

*Pupils with medical conditions requiring Individual Health Plan are: diabetes, epilepsy with rescue medication, anaphylaxis, gastronomy feeds, central line or other long term venous*



*access, tracheotomy, severe asthma that has required a hospital admission within the last 12 months, and others.*



For pupils starting at Aston Fields Middle School, wherever possible, arrangements will be in place in time for the start of the relevant school term, in other cases, such as a new diagnosis or moving mid-term, every effort will be made to ensure that arrangements are put in place within 15 working days.

Where a pupil has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Where a pupil has a special educational need identified in a statement or EHC plan the IHP will be linked or become part of that statement or EHC plan.

Where a pupil is returning to school, following a period of hospital education or alternative provision (including home tuition) Aston Fields Middle School will work with the Local Authority and education provider to ensure that the IHP identifies the support the pupil will need to reintegrate effectively.

### **School Individual Healthcare Plan register**

Individual Healthcare Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with healthcare plans/medical needs such as names being 'flagged' on the Bromcom system. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's record system.

The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

### **Ongoing communication and review of Individual Healthcare Plans**

Parents/carers at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Healthcare Plan will have a review date (at least annually).

Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information is disseminated.

### **Storage and access to Individual Health Plans**

Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Healthcare Plan.

Individual Healthcare Plans are kept in a secure central location at school.

Apart from the central copies, specified members of staff (agreed by the pupil and parents/carers) may securely hold copies of pupils' Individual Healthcare Plans. These copies are updated at the same time as the central copy. The school will ensure that where multiple copies are in use, there is a process for ensuring that they are updated, and hold the same information.



When a member of staff is new to a pupil group, for example due to staff absence, the school will make sure that they are made aware of the Individual Healthcare Plans and needs of the pupils in their care.

This school ensures that staff protect pupils' confidentiality.

This school informs parents/carers that the Individual Healthcare Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

The information in the Individual Healthcare Plan will remain confidential unless needed in an emergency.

### **Use of Individual Healthcare Plans**

Individual Healthcare Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care.
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers.
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency.

### **Consent to administer medicines**

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (Appendix 2 Form 2) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

### **Residential visits**

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (See Appendix 3).

Residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual healthcare plan.

Parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff



and supervisors to help the pupil manage their condition while they are away (See appendix 3). A copy of the Individual Healthcare Plan and equipment/medication must be taken on off-site activities.



## **Record of Awareness Raising Updates and Training**

This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

School staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this (see appendix 4).

School staff who provide support to a pupil with medical needs are provided with relevant training, to ensure competency and confidence in fulfilling the requirements as set out in the IHPs.

This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

**7. This school ensures that as much as is reasonably possible, the school environment is inclusive for pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

### **Physical environment**

This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.

This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

### **Social interactions**

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities.

Staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

### **Exercise and physical activity**

This school understands the importance of pupils taking part in sports, games and activities. This school seeks to ensure that classroom teachers, PE teachers and sports coaches make appropriate reasonable adjustments to sports, games and other activities to make physical activity accessible to pupils.

This school seeks to ensure that classroom teachers, PE teachers and sports coaches understand that if pupils report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.



This school ensures that PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

### **Education and learning**

This school ensures that pupils with medical conditions can participate fully in the curriculum and ensures that appropriate reasonable adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN Co-ordinator.

### **Risk Assessments including risk and benefit assessments**

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

This school carries out risk assessments before pupils start any off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with any other education provider.

### **8. This school is aware of the triggers that can make medical conditions worse or can bring on an emergency.**

This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff are updated on medical conditions. These updates include information on how to avoid and reduce exposure to triggers for common medical conditions.

### **9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

This school works in partnership with interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.



**Governors have a responsibility to:**

- ensure that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- ensure the school's health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated.
- ensure that the school has systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.
- ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions.

**The Headteacher has a responsibility to:**

- ensure that if the oversight of this policy is delegated to another senior member of staff, the reporting process forms part of their regular supervision/reporting meetings and that the senior member of staff will monitor and review the policy at regular intervals, ensuring the policy is in line with national guidance and updating the Headteacher accordingly.

**Aston Fields Middle School staff have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the school's registered first aiders and where assistance can be sought in the event of a medical emergency
- alert one of the SLT, to either seek further assistance in the event of an emergency or to inform of the situation
- maintain communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom
- understand common medical conditions and the impact these can have on pupils
- ensure that pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in



- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Healthcare Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

**Teaching staff have an additional responsibility to also:**

- ensure pupils who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENDCo
- liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions where possible.

**School nurse or healthcare professional has a responsibility to:**

- help provide regular updates for school staff in managing the most common medical conditions at school, and at the school's request, provide information about where the school can access other specialist training
- help update the Individual Healthcare Plans in liaison with appropriate school staff and parents/carers.

**First aiders have an additional responsibility to:**

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called
- ensure they are trained in their role as 1st aider
- ensure that they are trained in paediatric first aid.

**Special educational needs coordinators have the additional responsibility to:**

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in SATs and any other formal assessments..

**Pupils have a responsibility to:**

- treat other pupils with and without a medical condition equally



- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation
- contribute as much as possible to the development of, and comply with, their IHP.



### **Parents/carers have a responsibility to:**

- tell the school immediately if their child has a medical condition or complex health need and provide evidence from a medical professional so the school can follow correct guidance regarding the child's attendance register should the child require to be off school for any period of time due to any medical condition/complex health needs
- ensure the school has a complete and up-to-date Individual Healthcare Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school immediately about any changes to their child's medication, what they take, when, and how much
- inform the school immediately of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school and ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Healthcare Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition
- have completed/signed all relevant documentation including Appendix 2/form 2 and the Individual Healthcare Plan if appropriate.

### **10. Complaints**

Parents/carers are asked to discuss any concerns initially with the class teacher and/or SENDCo if there is a link to SEN. If their concerns have not been allayed they should discuss the matter with the Assistant Headteacher. If there are still problems they should discuss the matter with one of the Deputy Headteachers and then, the Headteacher. After this, if they are still unhappy and wish to proceed further, they may write to the Chair of the Governing Body who will deal with the complaint in accordance with the Governing Body Complaints Procedure.

### **11. Liability and Indemnity**

The Governing Body has liability insurance which covers staff providing support to pupils with medical conditions.



**12. The medical conditions policy is regularly reviewed, evaluated and updated.**

This school's medical conditions policy is reviewed, evaluated and updated in line with the school's policy review timeline – ie annually.

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**Appendix 1**

**INDIVIDUAL HEALTHCARE PLAN**

Name of school/setting	Aston Fields Middle School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	Health Education Plan –

**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.**

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Name

Phone no.

Who is responsible for providing support in school

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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

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Form copied to

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 \_\_\_\_\_



## CONFIDENTIAL

### Appendix 2

### Aston Fields Middle School

## Parental Agreement for Administration of Medicine in School

Aston Fields Middle School will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

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



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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 \_\_\_\_\_



## APPENDIX 3

### INFORMATION REQUIRED FROM PARENTS / GUARDIANS PRIOR TO RESIDENTIAL OFF-SITE VISITS

Please complete and return to ..... by.....

PUPILS NAME ..... CLASS .....

SCHOOL .....

#### SECTION A

1. Address and telephone number where parent/guardian or other person with parental responsibility can be contacted in an emergency and the day of return.

DAYTIME Name / Address       Tel:  Mobile:
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EVENING ( If different from daytime) Name / Address       Tel:  Mobile:
---

Second contact: Name ..... Tel No.....

2. Does your child suffer from any allergies? If so, please give details

--

3. If your child is taking medication, please give details of dosage, etc

--





4. If your child has suffered any infectious, contagious or other conditions in the last 3 months please give details.

--

5. Has your child received a tetanus injection in the last 5 years? (Please tick)

YES	NO
-----	----

6. Please give the name, telephone number and address of your family doctor.

--

7. Does your child have any specialist dietary requirements? If so please tick box as appropriate.

Vegetarian	
Diabetic	
Other (please specify)	

8. Does your child suffer from travel sickness? YES / NO (delete as appropriate)

If so , what special arrangements need to be made:
--

9. Is your child confident in water? If so how far can he / she swim? Please tick

Cannot swim	
Still at beginner stage	
Able to swim 25 meters	
Able to swim further than 25m with ease	
A successful Bronze/Silver/Gold Life Saving Award holder	



10. Are there any activities that your child is unable to participate in? If so please give details.

11. Is there anything else (medical or otherwise) you think we should know about your child (e.g. bed wetting, homesickness, etc)?

**SECTION B**

(To be completed in addition to section A by parents of primary aged children and by parents of pupils with special needs)

1. Has your child been away from home without you before?

YES	NO
-----	----

2. Does your child sleep with the light on?

YES	NO
-----	----

3. Please give details of any significant bedtime routine?

SIGNED ..... DATE .....



## APPENDIX 4

### Aston Fields Middle School

### Medical Conditions in School – Staff Training

Name

Type of training received

Date of training completed

Training provided by

Profession and title


**I confirm that the people listed below/overleaf have received the training detailed above.**

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

Date \_\_\_\_\_

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

Assistant Headteacher/Acting Deputy Headteacher (Welfare) signature \_\_\_\_\_

Date \_\_\_\_\_





## Appendix 5 (when necessary)

Dear Parent/Carer

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's Medical Conditions Policy for supporting pupils at school, 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, if necessary, 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 Healthcare 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

Mrs H Mynott  
Assistant Headteacher



## Appendix 6 (when necessary)

Dear Parent/Carer

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's Medical Conditions Policy for supporting pupils at school, for your information, together with an Individual Healthcare Plan template.

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, if necessary, 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.

If you could complete the enclosed Individual Healthcare Plan for your child and return it, together with any relevant information/documentation by XXXX, then we can be prepared to support your son/daughter when he/she comes for transition on XXXX and subsequently when he/she begins Aston Fields Middle School in September.

Yours sincerely

Mrs H Mynott  
Assistant Headteacher



## Appendix 7 (when necessary)

Dear Parent/Carer

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition and for completing an Individual Healthcare Plan. I enclose a copy of the school's Medical Conditions Policy for supporting pupils at school, for your information.

Individual Healthcare Plans are developed in partnership between the school, parents, pupils, and, if necessary, 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. 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 further discuss developing your child's Individual Healthcare Plan and provide the school with a more in-depth insight into his/her medical condition, 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, 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

Mrs H Mynott  
Assistant Headteacher