



BORDEN GRAMMAR SCHOOL

Supporting Students with Medical Conditions Policy

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Borden Grammar School

Supporting Students with Medical Conditions Policy

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1. Statement of intent

This policy has been written in line with the requirements of:-

- Children and Families Act 2014 – section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010

This policy should be read in conjunction with the following school policies -

SEN Policy, SEN Information Report, Safeguarding Policy, Attendance Policy and Complaints Policy

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The statutory guidance in this policy is intended to help governing bodies meet their legal responsibilities and set out the arrangements they will be expected to make, based on good practice.

Definitions of medical conditions

Medical needs can be summarised in two ways:

Short-term affecting participation at school because of a course of medication.

Long-term potentially limiting access to education and requiring on-going support, medicines or care whilst at school to help them manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It may also be the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that school will provide (with relevant support from local health services) effective support for the child's medical condition and ensure that students feel safe.

The aim is to ensure that all children with medical conditions, in terms of both 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.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious or develop emotional disorders such as anxiety or depression around their medical conditions. Long term absences due to health problems impact educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration should support students to fully engage with learning and enable them to not fall behind when they are unable to attend.

Some children with medical conditions may be considered disabled and governing bodies must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP). If so, the individual healthcare plan will become part of the EHCP. Where this is the case, this policy should be read

2. Key roles and responsibilities

2.1 The Local Authority is responsible for:

Promoting co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation.

KCC will 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 year) education for children with health needs who cannot attend school:

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

2.2 The Board of Trustees is responsible for:

The overall implementation and responsibility of the policy and procedures for Supporting Students with Medical Conditions at Borden Grammar School;

Ensuring that arrangements are in place to support students with medical conditions and that these such children can access and enjoy the same opportunities at school as any other child. In some cases, this will require flexibility, such as programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the Local Authority;

Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each individual child and how their medical condition impacts on their school life;

Ensuring that the arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;

Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;

Ensuring that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented;

Developing a policy for supporting students with medical conditions that is reviewed regularly and accessible to parents and school staff;

Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation;

Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition;

Ensuring that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions;

Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting students at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided;

Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines;

Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records;

Ensuring that the policy sets out what should happen in an emergency situation;

Ensuring that the arrangements are clear and unambiguous about the need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so;

Ensuring that the policy is explicit about what practice is not acceptable;

Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk;

Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions.

2.3 The Headteacher is responsible for:

The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures at Borden Grammar School;

Ensuring the policy is developed effectively with partner agencies;

Making all staff aware of this policy and ensuring that they understand their role in its implementation. To ensure that staff who need to know are aware of a child's medical condition;

Liaising with healthcare professionals regarding the training required for staff;

Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver individual healthcare plans in normal, contingency and emergency situations;

Ensuring the development and monitoring of individual healthcare plans and that school staff are appropriately insured to support students in this way;

Contacting the school nursing service in the case of any child who has a medical condition that may require support in school, but who has not yet been brought to the attention of the school nurse.

2.4 Staff members:

Any member of school staff may be asked to provide support to students with medical conditions, including the administration of medicines, if they have agreed to undertake that responsibility;

School staff should receive sufficient and suitable training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility;

Although administering of medicines is not part of a teachers' professional duties, they should take into account the needs of students with medical conditions that they teach and where necessary, make reasonable adjustments to include students with medical conditions into lessons;

Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help;

School staff should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on day trips, residential visits and sporting activities. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included.

2.5 Community nursing teams are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition;
- Supporting the school in drawing up individual healthcare plans;
- Liaising locally with lead clinicians on appropriate support;
- Providing or commissioning specialist medical training;
- Administering injections.

2.6 Other healthcare professionals (including GPs and paediatricians) are responsible for:

Notifying the Community nursing team when a child has been identified as having a medical condition that will require support in school.

Specialist local health teams may be able to provide support and training to staff for children with particular conditions (e.g. asthma, diabetes, epilepsy).

2.7 Parents and carers are responsible for:

Keeping the school informed with sufficient and up-to-date information about their child's medical needs;

Where necessary, developing an individual healthcare plan for their child in collaboration with the SENDCo, other staff members and healthcare professionals;

Completing a 'parental agreement for school to administer medicine' form before bringing medication into school (Appendix 3);

Discussing medications with their child/children prior to requesting that a staff member administers the medication;

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;

Ensuring that they or another nominated adult are contactable at all times.

2.8 Students are responsible for:

Providing information about how their condition affects them;

Where possible, being fully involved in discussions about their medical support needs and contribute as much as possible to the development of (and comply with) their individual healthcare plan.

Managing their own medication and relevant devices if agreed and reflected in the individual healthcare plan (for conditions such as, but not limited to, asthma, diabetes or anaphylaxis). Borden Grammar School also recognises that children who take their medicines themselves and/or manage procedures, may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them;

Accessing medicines and relevant devices (for self-medication) from the medical room, where they are named and stored and the usage logged;

Peers will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of a student with a medical condition.

If students refuse to take medication or to carry out a necessary procedure, parents will be Informed, so that alternative options can be explored.

3. Policy implementation

The statutory duty for making arrangements for supporting students at school with medical conditions rests with the Board of Trustees. The Board of Trustees have conferred the following functions of the implementation of this policy to the staff below, however, the Board of Trustees remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to **Mr Tomlin, Headteacher**.

Mr Brinn (Assistant Headteacher) will be responsible for briefing supply teachers.

Mr Brinn (Assistant Headteacher) will be responsible for preparing risk assessments for school visits and other school activities outside of the normal timetable.

Mrs Zarzycki (SENDCo) will be responsible for briefing new staff during their induction and in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each student and making sure relevant staff are aware of these plans.

Heads of Year will be responsible for liaising with parents and when appropriate, collating provision of educational resources for use at home.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy.

4. Procedure to be followed when notification is received that a student has a medical condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when students' needs change. For children being admitted to Borden Grammar School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Borden Grammar School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and students can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support a students' medical condition and will be clear and unambiguous about the need to support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all students' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Borden Grammar School does not have to wait for a formal diagnosis before providing support to students. In cases where a students' medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the respective Head of Year, and following these discussions an individual healthcare plan will be written in conjunction with the parent/carers by Mrs Zarzycki (SENDCo), and be put in place.

5. Individual healthcare plans

Individual healthcare plans will help to ensure that Borden Grammar School effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Appendix 1.

Individual healthcare plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within the plan 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. Where a child has SEN but does not have an Education Health Care Plan, their special educational needs will be mentioned in their individual healthcare plan.

Individual healthcare plans (and their review) are drawn up in partnership between the school, parents/carers and student. On occasions, a relevant healthcare professional (community nurse or specialist) also attends the meeting, to provide advice on the particular needs of the child. The aim of the meeting is to capture the steps which Borden Grammar School should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Borden Grammar School will ensure that individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed

and reviewed with the child's best interests in mind and ensure that Borden Grammar School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Appendix 2 provides a basic template for the individual healthcare plan, and although this format may be varied to suit the specific needs of each pupil, they should all include the following information:

- The medical condition, its signs, symptoms and actions to take in an emergency;
- Description of medical needs including triggers, treatments, facilities, equipment or devices and environmental factors;
- Medication details, including dose, method/time of administration, side effects and information on whether the students are self-managing or not;
- Specific support for the students' educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- Details on whether the student has SEN and/or a disability.
- Procedures required for school trips, extra-curricular activities, classroom and on/off site adjustments;
- Contact information, including whom to contact, and contingency arrangements.

6. Managing medicines on school premises and record keeping

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;

No child under 16 should be given prescription or non-prescription medicines without their parents written consent (see Appendix 3) - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality;

With parental written consent, we will administer non-prescription medicines except for aspirin or medicines containing aspirin (unless prescribed by a doctor). Medication, e.g. for pain relief, should never be administered without first checking maximum dosage and when previous dose was taken. Parents should be informed;

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;

Borden Grammar School will only accept prescribed medicines, with written permission from parent/carers that are in-date, labelled, provided in the original container as dispensed by a

pharmacist with instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container;

All medicines will be stored safely and securely in the medical room. Students should know where their medicines are at all times and be able to access them immediately by reporting to reception.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available in the medical room and not locked away. Asthma inhalers should be marked with the students' name.

During school trips the first aid trained member of staff will carry all medical devices and medicines required;

All controlled drugs that have been prescribed for a student, is securely stored in the medical room which reception staff have access to. Controlled drugs are therefore easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held in the school;

Staff administering medicines should do so in accordance with the prescriber's instructions. Borden Grammar School will keep a written record on file of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;

When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Borden Grammar School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Training of staff:

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Teachers and support staff who undertake responsibilities under this policy will receive regular certification for first aid in the workplace. Trained first aiders will be responsible for providing support to students with medical conditions. The first aid training (which includes the administration of EpiPens and the use of defibrillators) ensures staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements set out in the individual healthcare plan.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The schools Continued Professional Development Co-Ordinator (Mr Mulligan, Deputy Headteacher) will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy (Appendix 4).

8. Emergency procedures:

Mr Tomlin (Headteacher) will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

9. Day trips, residential visits, and sporting activities

We will actively support students with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by Health and Safety Executive (HSE) guidance on school trips.

10. Other issues for consideration

Where a student uses home-to-school transport arranged by the LA and they also have a medical condition which is life-threatening, we will share the pupil's individual healthcare plan with the local authority.

Borden Grammar School has ~~a~~ defibrillators in the ~~medical room~~ corridor by the school office (opposite the staff kitchen), within the library (on the wall to the right of the library main entrance next to the librarians' desk) and in the lower level of S-Block by the lift, which all staff trained in first aid are able to use.

When a student is at risk of anaphylaxis (triggered by foods, insect stings, medications or latex) they are advised to keep their medications with them at all times. Borden Grammar School does not place any restrictions on foods that are brought into school, so as to avoid an 'artificial environment' (Allergy UK). Instead, a whole school awareness is encouraged; the importance of avoiding triggers, knowledge of signs and symptoms and procedures for dealing with allergic reactions.

11. **Avoiding unacceptable practice:**

Borden Grammar School understands that the following behaviour is unacceptable:

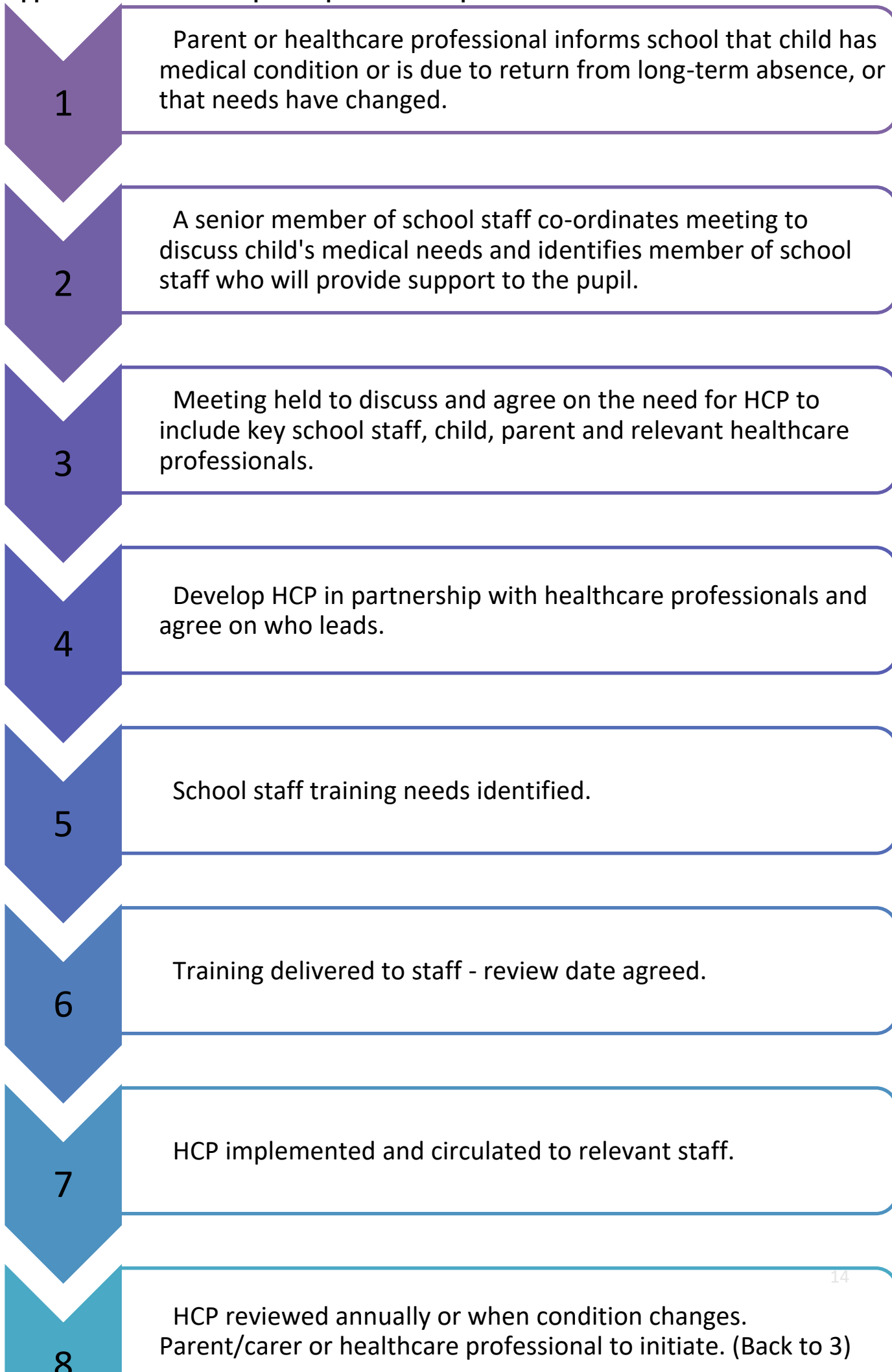
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assuming that students with the same condition require the same treatment;
- Ignoring the views of the student and/or their parents/carers;
- Ignoring medical evidence or opinion;
- Sending students home frequently or preventing them from taking part in activities at school;
- Sending the student to the medical room or school office alone if they become ill;
- Penalising students with medical conditions for their attendance record where the absences relate to their condition;
- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues;
- Creating barriers to children participating in school life, including school trips.

12. **Insurance:**

School staff who undertake responsibilities within this policy are covered by the school's insurance. Full written insurance policies are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact Miss Reynolds (Bursar).

13. **Complaints:**

Should parents\carers be unhappy with any aspect of their child's care at Borden Grammar School, they must discuss their concerns with the school. This will be with the child's form tutor/head of year in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of leadership team (Head of Key Stage), who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent\carer must make a formal complaint using the school's Complaints Procedure.

Appendix 1 – Healthcare plan implementation procedure:#

15. **Appendix 2** - Individual healthcare plan template:

INDIVIDUAL HEALTH CARE PLAN

Student's Name:		Student Photograph	
Date of Birth:			
Form:			
Student's Home Address:			
Doctor's Name and Surgery:			
Doctor's Contact number:			
Medical Diagnosis or Condition:			
Date Completed:		Review Date:	
Completed by (Name and role):			
Completed by (Signature):			

In the event of an EMERGENCY	
What constitutes an emergency for the student? Note Signs and symptoms and any known triggers for the onset or exacerbation of symptoms	Action to be taken in the event of an emergency

School staff responsible in an emergency			
On Site:		Off-site Activities:	
School staff responsible for providing non-emergency support			
On Site:		Off-site Activities:	

Description of medical needs including symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental factors:		
Name of medication, dose, method of administration, when to be taken:		
Side effects, contra-indications:		
Is the student self-managing medication?	Yes / No	If yes, record details
Daily care support:		
Specific support for social, emotional and mental health needs:		
Does the student have SEN or a disability ? YES / NO		
Does the student have a statement or EHC plan? YES / NO		
Describe the student's SEN and/or disability needs:		
Procedures required for school trips or other extra-curricular activities:		
Describe any classroom or on-site procedures or adjustments supporting care of the student:		

Describe any off-site activity procedures or adjustments that support care of the student:
Other information including any potential complications noted:
Staff training requirements:
People involved in developing the plan:

Family Contact Information		
Name:		
Relationship to student:		
Contact Numbers:	Home:	
	Mobile:	
	Other:	

Second Contact Information		
Name:		
Relationship to student:		
Contact Numbers:	Home:	
	Mobile:	
	Other:	

Hospital Consultant/Clinic Details/Outside Agencies	
Name:	
Service/agency:	
Contact Number:	

Name:	
Service/agency:	
Contact Number:	
Name:	
Service/agency:	
Contact Number:	
Name:	
Service/agency:	
Contact Number:	

Student Consent

I agree with the content of this individual healthcare plan. **Yes / No**

I give consent for it to be shared as appropriate* **Yes / No**

If No indicate reasons for disagreement

Student's Name:		Student's Signature:	
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Parent/Carer Consent

I agree with the content of this individual healthcare plan. **Yes / No**

I give consent for it to be shared as appropriate* **Yes / No**

If No indicate reasons for disagreement

Parent/Carer's Name:		Parent/Carer's Signature:	
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Process for sharing/storing plan

Action	Action date	Action by
Paper copy filed in Medical Records		
Paper copy given to Staff		
Paper copy given to Parent/Carer		

16. **Appendix 3** - Parental agreement for a school to administer medicine:

Borden Grammar School will not hold medication for your child to self- administer unless you complete, sign and return this form.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

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

17. **Appendix 4 - Staff training record – administration of medicines**

Staff Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

Borden Grammar School staff training record

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

Trainer's signature:

Date:

Suggested review date:

I confirm that I have received the training detailed above.

Staff signature:

Date:

18. **Appendix 5 - Contacting emergency services**

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below:

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01795 424192**
- Your name.
- Your location as follows: **Borden Grammar School, Avenue of Remembrance. Sittingbourne, Kent. ME10 4DB.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Keep line open until help arrives.