

# BURLINGTON INFANT AND NURSERY SCHOOL

## **POLICY TITLE: Medical Conditions Policy**

**Persons with Responsibility:** Michelle Docwra Inclusion Manager

### **Key Legislation:**

Education Act 2002

Equalities Act 2010

Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005.

Care Standards Act 2000

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Medicines Act 1968.

### **Documents consulted:**

Kingston's Medical Conditions Policy 2014

Managing Medicines in Schools and Early Years Settings 2004

### **Policy History:**

<b>Issue No.</b>	<b>Date</b>	<b>Author</b>	<b>Summary of Changes</b>	<b>Next Review Date</b>
5	Sept 2018	MD	Reviewed	Autumn 2021
6	Sept 2020	MD	Reviewed	Autumn 2022
7	March 2021	MD	Reviewed	Spring 2022
8	March 2022	MD	Reviewed	Spring 2023
9	March 2023	MD	Reviewed	Spring 2024

Approved by Governors at a meeting on : \_\_\_\_\_

Please refer to signed minutes of this meeting

### **Equality Statement**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

## **Burlington Infant and Nursery School Medical Conditions Policy**

### **Aims**

**1. Burlington Infant and Nursery School is an inclusive community that aims to support and welcome pupils with medical conditions.**

- a. Burlington Infant and Nursery 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.
- b. Burlington Infant and Nursery School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being.
- c. Parents/Carers of pupils with medical conditions feel secure in the care their children receive at this school.
- d. All staff understand their duty of care to children and young people in the event of an emergency.
- e. All staff feel confident in knowing what to do in an emergency.
- f. All staff understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- g. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- h. The medical conditions policy is understood and supported by the whole school and local health community.

**2. Burlington Infant and Nursery School's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

- a. This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:
  - parents/carers
  - school staff
  - school governors and other stakeholders

**3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

- a. Pupils are informed about staying safe and healthy, in line with the medical conditions policy:
  - in personal, social and health education (PSHE) classes
- b. Parents/carers are informed about the medical conditions policy:

- by including the policy on the school website
- through individual Healthcare Plans
- in the school newsletter / email as appropriate

c. School staff (and all supply and temporary staff) are informed of their responsibilities and regularly reminded about the medical conditions policy:

- through copies handed out at a staff meeting at the start of the school year and
- through individual Healthcare Plans
- at scheduled medical conditions training/staff meeting

#### **4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

- All staff are aware of the most serious medical conditions at this school.
- All staff who work with groups of pupils at Burlington Infant and Nursery School receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for relevant staff at least once a year or as appropriate.
- The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

#### **5. All staff understand and are trained in the school's general emergency procedures**

- Actions to take in a general medical emergency are recorded in Healthcare Plans in the medical room (office), the child's classroom and posters in the staffroom.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

**6. The school has clear guidance on the administration of medication at school. Staff may only administer prescription medicines, clearly prescribed for the child (named). Non-prescription medicines should NOT be brought into school. In certain circumstances where children require pain relief medication or antihistamine e.g for broken bones, we may administer non-prescription medicines and this will be agreed on a case by case basis. The school will keep a small supply of Calpol and Piriton for use with parental consent where appropriate.**

**The school office will also keep a spare inhaler and Epipen for emergency use should a pupil's prescribed medication expire or be deemed unusable.**

#### Administration – emergency medication

- All pupils at Burlington Infant and Nursery School with medical conditions have easy access to trained adults who can administer their emergency medication.

- b. Adults supporting off-site visits will carry (at all times) the emergency medication for the children in their care.

#### Administration – general

- c. All medication will be administered by a member of trained staff at this school.
- d. All staff understand the importance of medication being taken as prescribed.
- e. All staff are made 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 and/or agree to do so.
- f. There are several members of staff at this school with first aid training who can support children to administer medication. This includes all office staff, all Nursery Nurses and a number of other support and teaching staff.
- g. In exceptional circumstances, medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils, but only with the written consent of the pupil's parent.
- h. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- i. All school staff 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. Where appropriate and as agreed in advance, this may include taking action such as administering medication.
- j. Parents/carers must notify the school immediately if their child's medication changes or is discontinued, or the dose or administration method changes.
- k. If a pupil refuses their medication, staff record this on the daily medication administration form and notify parents immediately for further instructions.
- l. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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.
- m. In the event that a child needs specialist care, only the staff that have received specific training may administer the medication or treatment. Parents will be alerted at the start of the day if there are no members of trained staff available that day and appropriate arrangements made.

### **7. Burlington Infant and Nursery School has clear guidance on the storage of medication at school**

#### Safe storage – emergency and non-emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.
- b. Most emergency medication is kept in a cool, dry secure cupboard in the school office and is readily available. In some circumstances, medication may be kept in a secure cupboard in the child's classroom as advised by health care professionals.

- c. Staff ensure that medication is only accessible to those for whom it is prescribed.
- d. First aid staff in the school office ensure the correct storage of medication at school.
- e. The expiry dates for all medication stored at school are checked monthly, and all expiry dates are logged.
- f. The first aid staff, along with the parents/carers of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is:
  - Stored in its original containers
  - Stored in accordance with instructions, paying particular note to temperature
  - Clearly labelled with the:
    - Pupil's name
    - Name and dose of the medication
    - Expiry date
    - Prescriber's instructions for administration
    - Frequency of dose.
- g. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication must be stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the school office or the nursery, inaccessible to unsupervised pupils.
- h. All medication is sent home with pupils at the end of the school year as appropriate.
- i. Parents/carers must ensure that new and in date medication is provided to the school when required.

#### Safe disposal

- a. Parents/carers are required to collect out-of-date medication.
- b. If parents/carers do not pick up out-of-date medication, medication is disposed of safely. Any uncollected medication that cannot be put in general waste, is taken to a pharmacy or GP surgery for disposal.
- c. Sharps boxes must be used for the disposal of needles. Parents/carers must obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard.
- d. Collection and disposal of sharps boxes are carried out by clinical waste collection contractors or parents.

### **8. Burlington Infant and Nursery School has clear guidance about medical record keeping.**

#### Enrolment forms

Parents/carers at this school are asked if their child has any health conditions or health issues on the admission forms, which are filled out at the start of each child's enrolment to Burlington Infant & Nursery School.

#### Healthcare Plans and Posters

##### *Creating the Healthcare Posters (poster with child's picture)*

- a. Burlington Infant and Nursery School uses a Healthcare Plan and poster to record important details about

individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

- b. The Healthcare poster includes details of the steps to take in an emergency, and is displayed clearly in the school office, staff room and in the child's classroom. The Healthcare poster shows a photograph of the child for easy identification of the child. Details of the child's medical condition must be discussed with all staff working with the child, the school office staff, the Inclusion Leader, the Headteacher and where appropriate, with all staff at the school.
- c. Parents/Carers of pupils with a long-term medical condition are supported by a first aid trained member of staff to complete a Healthcare Plan. The member of staff will explain why and how the Healthcare Plan is used, and the steps that the school will take in order to keep their child safe. The parent will also be given a copy of this policy. This may take place:
  - at the start of the school year
  - at enrolment
  - when a diagnosis is first communicated to the school – which may be mid-year (see appendix 1)
- d. Where appropriate it is recommended that the parents/carers, health care professional, a first aid trained member of staff should complete the healthcare plan together, before returning to school. A senior member of school staff will also be present in cases of complex healthcare or educational needs, e.g. Inclusion Leader.
- e. If a pupil has a short-term medical condition that requires medication during school hours, a 'Medications Permission Slip' must be signed by the parent/carer. This can be obtained from the school office. This slip must detail clear instructions from the child's doctor.

#### Storage and Access of Healthcare Plans

- f. Healthcare plans are held centrally. All members of staff who work with groups of children have access to the Healthcare posters of children in their care.
- g. Healthcare plans are reviewed at the beginning of each year.
- h. When writing the care plans, parents/carers are advised to alert the office if there are any changes to their child's 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.
- i. Parents/carers are provided with a copy of the pupil's current agreed Healthcare Plan.
- j. All staff are reminded to check the medical cupboard in each classroom for Healthcare Plans for children in their care. This includes when covering a class.
- k. All staff must ensure they protect pupil confidentiality.

#### Use of Healthcare Plans

Healthcare Plans are used by Burlington Infant and Nursery School to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common

triggers

- ensure that all medication stored at school is within the expiry date
- ensure Burlington Infant and Nursery School's local emergency care services can be provided with a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- remind parents/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### Consent to administer medicines

- a. If a pupil requires regular prescribed medication at school, parents/carers are asked to fill out a Healthcare plan giving the staff permission to administer medication on a regular/daily basis.

#### Off-site visits

- a. Medical administrative instructions are attached to the medicines, and specific medical needs are detailed in the risk assessments which staff must carry with them during off-site visits.
- b. All parents/carers of pupils with a medical condition attending a school trip must ensure that appropriate medicines are kept in school and can be accessed and carried on off-site visits, and understand that staff are authorised to administer medication if required.
- c. A spare school inhaler and EpiPen will be taken and used on school trips in the event that a child's prescribed medication has expired or deemed unusable for which prior consent will have already been given by the parent.

#### Other record keeping

- a. The school keeps an accurate administration record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- b. The school holds regular, relevant training on common medical conditions, e.g. annual Anaphylaxis and Asthma training. Attendance at these training sessions is logged by the office. Where appropriate, all staff attending receive a certificate confirming the type of training they have had.

### **9. Burlington Infant and Nursery School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

#### Physical environment

- a. Burlington Infant and Nursery School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Where possible, the view of pupils/parents with medical conditions are included in the Healthcare Plans and Accessibility Plan to ensure the physical environment at this school is accessible.

- c. Burlington Infant and Nursery School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### Social interactions

- a. Burlington Infant and Nursery School ensures the needs of pupils with medical conditions are adequately considered to support their involvement in social activities, including during breaks, and have equal access to extended school activities such as school discos, breakfast club, school productions, after school clubs and educational visits.
- b. All staff at Burlington Infant and Nursery 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.
- c. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### Exercise and physical activity

- a. Burlington Infant and Nursery School understands the importance of all pupils taking part in sports, games and activities.
- b. The school ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. The school ensures all staff know that pupils should not be forced to take part in an activity if they feel unwell.
- d. All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with exercise or physical activities.
- e. The school ensures all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- f. The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- g. The school ensures pupils with medical conditions are encouraged to take part in out-of-school clubs and team sports.

### Education and learning

- a. Burlington Infant and Nursery School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and that appropriate adjustments and extra support is provided.
- b. 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 Inclusion Coordinator. The school's Inclusion Coordinator will consult the parents/carers, healthcare professional and pupil (if appropriate) to ensure the effect of the pupil's condition on their schoolwork is properly considered.



**10. Burlington Infant and Nursery School is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and will act accordingly to reduce specific triggers that are brought to our attention.**

- a. The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out of school visits.
- b. Healthcare plans are used to identify individual children who are sensitive to particular triggers, and action plans are in place as required to ensure these children remain safe throughout the school day.
- c. Risk assessments take into account the needs of children with medical conditions.
- d. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Burlington Infant and Nursery School School's policy and procedures are implemented after each review.

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

- a. The school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governing Body

Burlington Infant and Nursery School's Governing Body has a responsibility to:

- ensure the health and safety of employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- support the school in aiming to establish a nut-free environment to protect all children from allergic reactions to nuts
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents/carers, governors, the school health service and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all

- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans and posters
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- ensure that staff members are regularly checking the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly, with input from pupils, parents/carers, staff and external stakeholders
- update the policy regularly according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

#### All school staff

All staff at this school 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
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan, and pass this information on to any adults (cover staff etc) working within the classroom, sign posting to the Healthcare poster on display
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who require medication have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell 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
- liaise with parents/carers, the pupil's healthcare professionals and the special educational needs coordinator 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.
- ensure that pupils in their class have their Healthcare poster displayed in a accessible place in their classroom, for all staff (including supply staff), and that medical needs and conditions are shared with all staff in their team

#### First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- liaise with parents/carers and health care professionals where appropriate to ensure that a Healthcare plan is

written for each child with medical needs as soon as information on the child's medical needs is shared with the school

- ensure that the child's Healthcare poster is displayed in key places including the staffroom, the medical room and the child's classroom
- ensure that information regarding a child's medical needs is shared with all appropriate staff straight away
- keep clear records of any administration of medication, and inform the parents
- when necessary ensure that an ambulance or other professional medical help is called.

### Inclusion Leader

The Inclusion Leader at this school has the responsibility to:

- lead on and update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers take the necessary steps to ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Lead and coordinate meetings with healthcare professionals, school staff and parents/carers as appropriate to ensure Healthcare plans and training is in place for children with complex medical needs
- Coordinate appropriate and up to date training for all staff, to support children's medical needs

### Pupils

The pupils at this school are supported to:

- treat other pupils with and without a medical condition equally and show consideration for pupils with a medical condition
- tell their parents/carers, teacher or nearest staff member when they are not feeling well

### Parents/carers

The parents/carers of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with all appropriate and spare medication labelled with their child's name (e.g. 2 x EpiPens with Piriton)
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed, where possible
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written Healthcare plan from their doctor or specialist healthcare professional to help school staff manage their condition.

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

- a. Burlington Infant and Nursery School's medical condition policy is reviewed, evaluated and updated regularly in line with the school's policy review timeline.
- b. New Department for Education and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, Burlington Infant and Nursery School reviews the effectiveness and acceptability of the medical conditions policy, following up on any feedback from a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
  - pupils with medical conditions
  - parents/carers/carers
  - school staff
  - school governors and other stakeholders
- d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

## **What to do if a parent speaks to you about their child's medical condition or allergy**

1. Parent informs member of staff of the allergy/condition.
2. **The First Aid member of staff must discuss the exact details of the allergy/condition immediately.** This may take place in the school office where it is quieter.

This discussion will cover:

- What the allergy/condition is – list of foods etc.
  - Signs of the attack-specific to the child.
  - Letter from the doctor / hospital detailing the condition etc.
  - Medicine that has been prescribed, i.e. Epi pens x2 with Piriton (in date, labelled with name and dosage)
  - Staff to complete the consent and healthcare plan with the parent – parent to sign.
  - The schools Medical Conditions Policy should be given to the parent.
3. **All appropriate staff should be immediately informed** verbally about the child's allergy/condition. This should then be discussed in detail at the end of the day with all appropriate staff members including SMSAs.
  4. This should then be typed up on a **'Healthcare Poster' with the child's photo.**
  5. The child's Healthcare plan is to be **displayed in the child's classroom, staff room and a copy is stored in the school office.**

## Legislation and guidance

### Introduction

- Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.
- This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

### **Managing Medicines in Schools and Early Years Settings (2004)**

This provides guidance from the DfES (now DCFS) and DHSC on managing medicines in schools and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

- Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.
- Schools' responsibilities include:
  - not to treat any pupil less favourably in any school activities without material and sustainable justification
  - to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*\*
  - to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

*\*DfES publications are available through the DCSF.*

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000 authority**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

**Further advice and resources**

**The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
**Phone 01252 546100**  
**Fax 01252 377140**  
[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)  
[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

**Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900**  
**Fax 020 7256 6075**  
[info@asthma.org.uk](mailto:info@asthma.org.uk)  
[www.asthma.org.uk](http://www.asthma.org.uk)

**Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000**  
**Fax 020 7424 1001**  
[info@diabetes.org.uk](mailto:info@diabetes.org.uk)  
[www.diabetes.org.uk](http://www.diabetes.org.uk)

**Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800**  
**Fax 0113 391 0300**  
[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk)  
[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Long-Term  
Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637**  
**Fax 020 7813 3640**  
[info@ltca.org.uk](mailto:info@ltca.org.uk)  
[www.ltca.org.uk](http://www.ltca.org.uk)

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**Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 1900**  
**Fax 020 7843 6313**  
[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)  
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**National Children's Bureau**

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8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 6000**  
**Fax 020 7278 9512**  
[www.ncb.org.uk](http://www.ncb.org.uk)



**Template A: Individual healthcare plan**

Name of school/setting	<b>Burlington Infant and Nursery School</b>
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

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

The physical features suggesting a severe allergic response or a developing response include the following :-

an urticarial rash (nettle rash)  
itching and sneezing  
swelling of the face - eyes, lips and tongue  
difficulty swallowing or breathing with frequent cough or wheeze  
flushing of the face  
feeling of faintness

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

- a. All parents/carers of pupils with a medical condition attending a school trip must ensure that appropriate medicines are kept in school and can be accessed and carried on off-site visits, and understand that staff are authorised to administer medication if required.

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*)

First Aid Qualified Staff

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parents' Signature \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_ (Summer term 2)

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

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

Date for review to be initiated by	
Name of school/setting	<b>Burlington Infant and Nursery School</b>
Name of child	
Date of birth	
Class	
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	[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
Staff Signature _____	Date _____

**Record of medicine administered to an individual child**

**4 DOSE MEDICINE ONLY – 1 dose only to be administered at school at 11.45am. No other times.**

<b>Burlington Infant and Nursery School</b>	
Name of child	
Date medicine provided by parent	/ /
Class	
Name of medicine	
Expiry date	/ /
Dose and frequency of medicine	

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

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

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

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			

Staff initials

--	--	--

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

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Name of member of staff

--	--	--

Staff initials

--	--	--

### Template C: 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: 0208 942 1586
2. Your name
3. Your location as follows: Burlington Infant & Nursery School, Burlington Road KT3 4LT
4. Provide the exact location of the patient within the school setting
5. Provide the name of the child, DOB and a brief description of their symptoms
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. Put a completed copy of this form by the phone

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

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **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