

### **Safeguarding Statement**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Equality & Diversity Statement**

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment

including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

# **LANGLEY PARK SCHOOL FOR GIRLS**

## **SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY**

<b>Approval Body:</b>	<b>Full Governing Body</b>
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<b>Designated Person (as appropriate):</b>	<b>Assistant Headteachers (SENDCO, Designated Safeguarding Lead)/Assistant SENDCO</b>
<b>Committee with Remit (as appropriate):</b>	<b>Full Governing Body</b>
<b>Review Date:</b>	<b>Autumn 2025</b>

### **Version History**

<b>Version</b>	<b>Approval Date</b>	<b>Summary of Changes</b>
1.0	June 2015	New policy
2.0	Nov 2018	Updated in line with guidance
3.0	Nov 2021	Updated in line with guidance
4.0	Mar 2022	Updated in line with guidance
5.0	May 2023	Review
5.1	July 2023	10.16 and 10.17 added to give more specific guidance on pain relief medication and hay fever medication.
6.0	September 2024	Name changes and vision/values update

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## **Statement of Intent**

Langley Park School for Girls is an inclusive community that welcomes and supports students with medical conditions and offers the same opportunities to all students at the school. Langley Park School for Girls wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance published in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.

At Langley Park School for Girls our **Vision statement is;**

- Enabling everyone to thrive - acting with kindness, determination and respect

Our Values are;

- Belonging
- Respect
- Equality
- Ambition
- Kindness
- Determination

## **1. Key Roles and Responsibilities**

### **1.1 The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- Providing termly meetings with school nursing advisory team to discuss training and medical needs concerns and data.

### **1.2 The Governing Body is responsible for:**

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

### 1.3 **The Headteacher is responsible for:**

- Appointing a designated member of staff for the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Langley Park School for Girls.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs). Developing School Healthcare plans and Asthma cards for individual students where appropriate through discussions with parents/carers and medical professionals.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the provision outlined in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing advisory service for advice regarding individual needs in the case of any child who has a medical condition where insufficient documentation/evidence has been provided or where there are concerns/queries regarding medical care/medical support in school. If necessary, contacting specialist medical professionals to seek further guidance.
- Ensuring that a medical database is developed and maintained and that relevant information is made available to staff as appropriate.
- Ensuring that all staff training requirements are met providing biennial all staff training sessions and training for new staff. In addition to this additional training for specific medical needs/diagnosis.

### 1.4 **Staff members are responsible for:**

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility and have received the appropriate training.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Educational visits. All staff who are responsible for organising educational visits should refer to the medical needs database to ensure that they make appropriate provision for medical support and medication/equipment/care requirements for individual students.
- Ensuring a full CIAG and destinations programme is provided to students unable to attend school on a full time basis by adapting the programme as follows:

### 1.5 **School nursing advisory team are responsible for:**

- Assessing students within our care who are on a Child Protection Plan, attending the CP meetings and ensuring that a medical assessment is carried out where deemed necessary.
- Attending termly meetings in school to review school procedures and data collection for our identified students, as well as reviewing IHCP's
- Providing support for children with complex needs and their individual health care plans, including liaising with the ICCNT (Integrated Children's Community Nursing Team)

### 1.6 **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child's/children's health and hold responsibility for the updating the school healthcare plan/data collection forms and electronic admissions system data and where appropriate their child's Individual Healthcare Plan (IHCP) on a yearly basis with assistance from school.
- Providing evidence/documentation from specialist healthcare professionals involved in the

diagnosis/treatment and medical care of their child.

- Completing a parental authorisation/consent form for the school to administer medication form before bringing medication into school.
- Providing the school with the medication in its original packaging with the pharmacy labels clearly visible including dosage and the child's full name. (Parents are responsible for ensuring that their child's medication is kept up to date and any out of date medication is replaced).
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children/ward prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals. Where an Individual Healthcare Plan is not appropriate a school healthcare plan and/or Asthma card should be developed, as appropriate.

## **2. Definitions**

- 2.1. "Medication" is defined as any prescribed item/non prescribed item for a diagnosed medical condition or those referenced in an IHCP.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor. "Non-prescription medication" is defined as any item that can be purchased over the counter (OTC) from a pharmacist or supermarket".
- 2.3. A "staff member" is defined as any member of staff employed at Langley Park School for Girls.

## **3. Training of Staff**

- 3.1 Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 3.2 All staff will receive biennial all staff training in supporting students in school with medical needs as statutory training.
- 3.3 Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.4 Teachers and support staff who undertake responsibilities under this policy will receive the relevant training provided by approved sources externally:
  - First Aid at Work
  - Defibrillator Training
  - Epipen training for Anaphylaxis
  - Diabetes Training
  - Training to Administer medication
  - Specialist training for other individual healthcare needs – as appropriate to specific students
- 3.5 Training requirements will be provided/arranged through the Bromley Healthcare School Nursing Advisory Team. School contact through [bromh.bromley0to19@nhs.net](mailto:bromh.bromley0to19@nhs.net)
- 3.6 No staff member may administer any medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 3.7 No staff member may administer drugs by injection unless they have received training in this responsibility (other than administering an Adrenaline Auto Injector/Epipen in an emergency situation).
- 3.8 The HR Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **4. Diabetes Management:**

- 4.1 In addition to all staff/first aider training, specific support staff will receive additional training in managing Diabetes. This will include support with managing diet in school/carb counting, medication, supporting

students with administering insulin injections, blood testing, dealing with a medical emergency such as Hypoglycaemia and Hyperglycaemia.

- 4.2 Medication storage and recording of the daily care requirements for individual students such as blood sugar levels and injection logs.

## **5. Epilepsy Management:**

- 5.1 In addition to all staff/first aider training, specific support staff will receive additional training in managing Epilepsy. This will include medication and dealing with a medical emergency in school and in the classroom setting.

## **6. Anaphylaxis Management:**

- 6.1 In addition to all staff/first aider training, specific support staff will receive additional training in managing a severe allergic reaction. This will include medication/administering an adrenaline auto injector (AAI or Epipen) and dealing with a medical emergency. LPGS holds emergency Adrenaline Auto Injector (AAI or Epipen) medication for use in an emergency where parental consent has been given and where the students own medication is not available/unusable. Please refer to the First Aid policy.

## **7. Asthma Management**

- 7.1 In addition to all staff First Aid training, specific support staff will receive additional training in managing asthma. This will include medication/managing symptoms and dealing with a medical emergency. LPGS holds emergency Asthma reliever medication for use in an emergency where parental consent has been given where the student's own medication is not available/unusable. Please refer to the First Aid Policy.

## **8. The Role of the Child**

- 8.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 8.2 Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location within the SEND Hub. This is currently the Student Support Administration Assistant Office located next to the medical room facility.
- 8.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 8.4 Where appropriate, students will be encouraged to take their own medication under the supervision of an LPGS staff member.

## **9. Healthcare Plans (IHCPs)**

### **Overview:**

- **Individual Healthcare Plan (IHCP):** An IHCP is developed with input from parents/carers, school representatives and specialist medical professionals involved in the diagnosis/treatment/care and support of the individual child.
- **School Healthcare Plan:** Medical information provided by parents/carers giving an overview of their child's medical needs including triggers, symptoms, medication and care requirements.
- **Applicaa Electronic Admissions System/Database:** Medical information may also be provided by parents and carers via the school's electronic admissions system. This information will be monitored by the Admissions Officer and shared with the Medical Officer. The medical information requested through the electronic system is the same as the information requested on the school healthcare plan form above. Any medical information will then be transferred into the school's medical database and the Medical Officer will initiate further contact with home as appropriate.
- **Asthma card:** Where an Individual Healthcare Plan is not in place, an Asthma Card (template

provided by LPGS) should be completed by parents/carers giving specific information about their child's asthma needs including triggers/symptoms/medication and care requirements. It is the parent's/carers responsibility to ensure that this is updated with a medical professional such as a GP/Asthma clinic/nurse or Consultant at least annually and an updated asthma card provided to the school.

- 9.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, a designated member of staff and where necessary include the Special Educational Needs Coordinator (SENCO) and medical professionals. This process will all be overseen by the Assistant Headteacher SENDCO.
- 9.2 IHCPs, School Healthcare Plans and Asthma cards will be easily accessible through our school database whilst preserving confidentiality.
- 9.3 IHCPs should be reviewed at least annually (or as stated on the previous plan from a specialist medical professional) or when a child's medical circumstances change, whichever is sooner based on the information being provided from parents/carers/health professionals.
- 9.4 Where a pupil has an Education, Health and Care Plan or special needs statement, the IHCP will be linked to it or become part of it.
- 9.5 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **10. Medicines**

- 10.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 10.2 If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement/consent for the school to administer medicine form.
- 10.3 No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 10.4 Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 10.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 10.6 Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 10.7 Parents/carers are responsible for providing new supplies of medication when the existing medication is nearing the expiry date.
- 10.8 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 10.9 Medications will be stored in the Medical Room/Student Support Admin Assistant Office in the SEND Hub.
- 10.10 Any medications left over at the end of the course will be returned to the child's parents.
- 10.11 Written records will be kept of any medication administered to children.
- 10.12 Students will never be prevented from accessing their medication.
- 10.13 In the event of medication being administered incorrectly the Headteacher and Deputy Headteachers will be advised immediately. The staff member will then contact the Bromley Healthcare School Nursing Advisory Service/Emergency Services 111 for advice and guidance.
- 10.14 Langley Park School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.
- 10.15 Non-prescription medication can be given only where there is a diagnosed short term minor medical condition. (Following: Bromley Healthcare changes to the list of medications that are no longer prescribed



routinely for short term minor health conditions – May 2018) These medications must be provided to the school in the original container/packaging with the student's name clearly marked and a parental consent form must be completed.

10.16 Given that pain relief medications are to be taken at 4-6 hour intervals, students should only need to take pain relief once during the school day.

- Therefore students in Year 7 are under 12 can only have 1 pain-relief tablet (paracetamol or ibuprofen) in their possession.
- Students in Years 8-13 may only have 2 tablets in their possession. Knowledge and consent of their parents must be indicated by a note in their planner.
- Tablets are for personal use only and students must not give their tablets to any other student. Students found to be in possession of more than the 1 or 2 permitted tablets, or are found to have provided medication to another student, will be viewed as being in contravention of the school's behaviour policy.

10.17 Hay fever relief medication is only taken once per day and therefore should be taken in the morning before school and not brought into school. Students should not have this medication in their possession,

## **11. Emergencies**

11.1 Medical emergencies will be dealt with under the school's First Aid Policy.

11.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

11.3 Students will be informed in general terms of what to do in an emergency such as telling a teacher.

11.4 If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **12. Avoiding Unacceptable Practice**

12.1 Langley Park School for Girls understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or unreasonably preventing them from taking part in activities at school
- Sending the student to the medical room alone if they become ill. Staff should follow the first aid protocol guidance/flow chart.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- 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.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **13. Insurance**

13.1 All LPGS staff who undertake responsibilities within this policy are covered by the school's insurance.

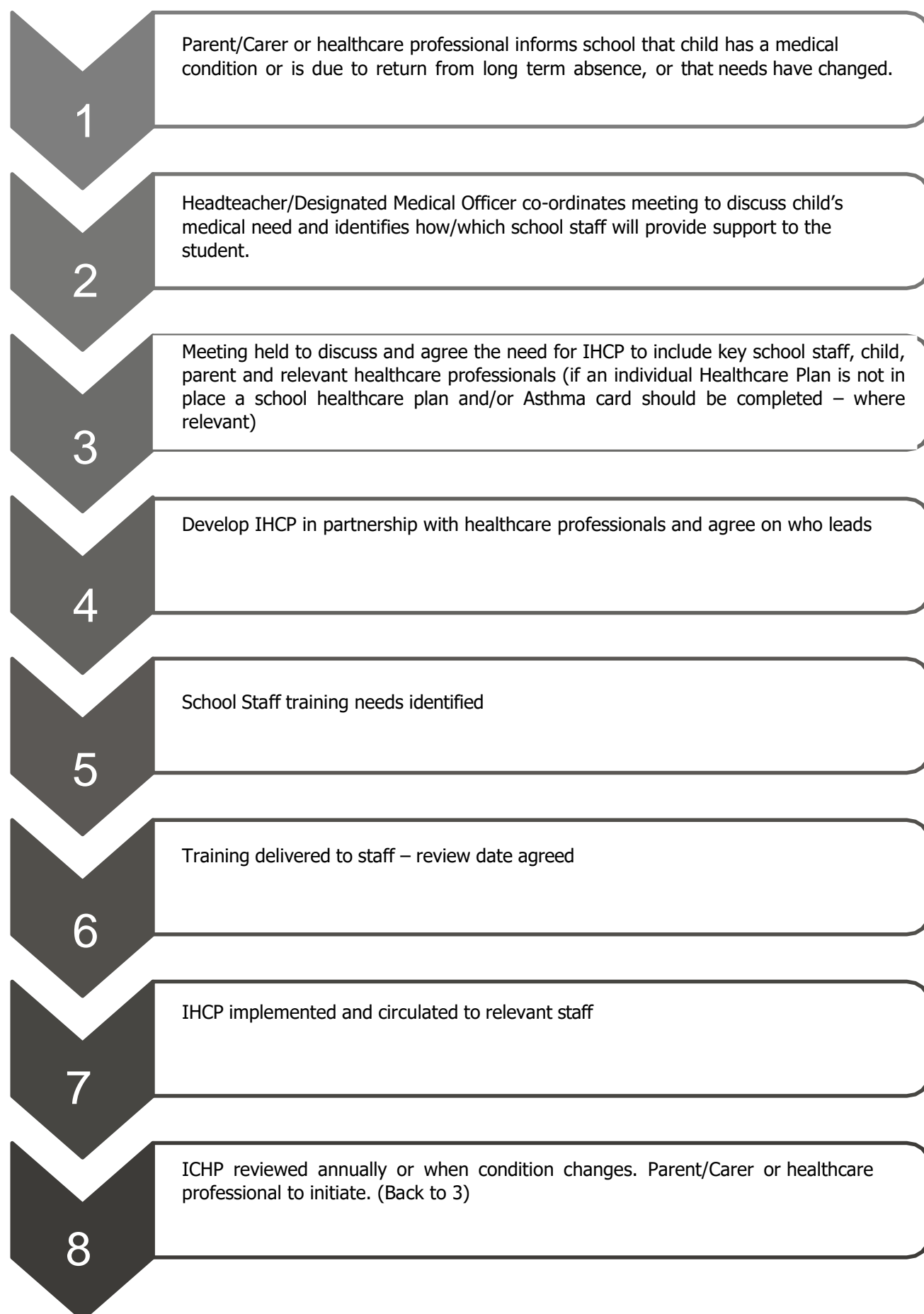
13.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Finance Manager.

## **14. Complaints**

14.1 The details of how to make a formal complaint can be found in the Complaints Policy available on our website.



## Appendix 1 - Individual Healthcare Plan Implementation Procedure



## LPGS – SCHOOL HEALTHCARE PLAN



Student's Name: .....  
DOB: .....  
Address: .....  
.....Post code: .....  
Doctor's Name: .....  
Surgery Tel No: .....  
Surgery Address: .....  
.....Post code: .....

We have a team of first aiders – but no nurse based in school. First aiders respond to immediate problems which arise in school time but are not qualified to give diagnoses or supply non prescribed medication, e.g. pain killers. The school is unable to store non-prescription medicines.

Prescribed medication which may be urgently required by students, including Adrenaline Auto-injectors (Epipens), inhalers and insulin/emergency kits may be held securely in our Student Support Department. The student should also carry medication such as asthma inhalers, diabetic kits or epipens on their person. It is essential that the school is provided with a second set of medication to be used in emergencies. All medication should be provided in the original packaging from the pharmacy with name labels and expiry dates clearly printed on them.

**It is the responsibility of Parent/Carer to ensure that supplies are replaced, if used, and that they are not out of date.**

### **ALL STUDENTS WITH A DIAGNOSED MEDICAL CONDITION WILL NEED EITHER:**

- **An individual healthcare plan with input from a medical professional** (GP, Consultant or Specialist Nurse)
- **A school healthcare plan** (This form)
- **An Asthma card** (A form containing specific information regarding your child's Asthma symptoms and treatment)

### **THESE PLANS WILL BE REVIEWED ANNUALLY**

#### **INDIVIDUAL HEALTHCARE PLANS:**

- ☐ Please tick the box if the student has ***ever*** been the subject of an Individual Healthcare Plan (planned with an external healthcare professional, a GP, Consultant or Specialist Nurse). If so, the school will need to be provided with an up to date copy (issued within the last 12 months).

Please specify which diagnosis the individual healthcare plan relates to:

.....

**MEDICAL CONDITIONS (please tick below as appropriate)**

☐ **ASTHMA:**

Please give details of your child's warning signs/symptoms. Either an individual healthcare plan or an Asthma card is required in all cases. Please ensure that your child has a working, in date inhaler, clearly labelled with their name which they will bring to school with them daily. In addition to this, a second set of medication is to be provided to the SEND Hub.

Triggers: .....

Symptoms: .....

Treatment: .....

**O** In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I consent for my child to receive Salbutamol from a reserve inhaler held by the school for such emergencies. This would be administered by a qualified first aider/authorised person.

☐ **DIAGNOSED ALLERGIES:**

Please provide details of each diagnosed allergy and whether an Adrenaline Auto-injector (Epipen) has been prescribed. The student should carry an Epipen with them at all times whilst in school and a spare Epipen should be provided to the SEND Hub for use in an emergency.

Triggers: .....

Symptoms: .....

Treatment: .....

**Please note that before adhesive plasters are supplied, students will be asked if they have an allergy. The information provided on this form will NOT be referred to at the time of supply and it is important that your child is aware of any restriction to the types of plaster she/he is able to wear.**

**O** Epipen required. If an Epipen has been issued, an up to date individual healthcare plan will be required in all cases from your GP, Consultant or Specialist Nurse (issued within the last 12 months). The student should carry an Epipen with them at all times whilst in school and a spare Epipen should be provided to the SEND Hub for use in an emergency.

**O** In the event of my child displaying symptoms of a severe allergic reaction/anaphylaxis, where an Epipen has been prescribed but the child's own Epipen is unusable/not available. I consent to my child receiving treatment via the emergency Adrenaline Auto-injector (Epipen) held by the school for such emergencies.

☐**DIABETES:**

Please indicate Diabetes type. An up to date individual healthcare plan will be required in **all** cases along with a full medication kit and supplements for emergencies.

☐

Please provide extra insulin and a complex carbohydrate supplement to be kept in the SEND Hub. We also ask that if students achieve an abnormal sugar reading, they advise a member of staff who will call for First Aid assistance in order that the situation can be monitored.

☐**EPILEPSY:**

Dates (approximate) of first and last events, normal course and length of an event, warning signs/symptoms and notes for use of medication if this is to be kept on the school site. An up to date individual healthcare plan will be required in **all** cases.

☐**ANY OTHER DIAGNOSED MEDICAL CONDITIONS:**

(please give full details, including date of last episode)

Diagnosis: .....

Triggers: .....

Symptoms: .....

Treatment: .....

Does the school require a supply of medication: Yes/No. If yes, this must be prescribed medication, provided in the original container from the pharmacy with your child's name clearly labelled.

**SPECIFIC ADDITIONAL INFORMATION FOR PHYSICAL EDUCATION/SCHOOL TRIPS/BREAK TIME OR LUNCH TIME or ANY OTHER DAILY CARE REQUIREMENTS**

**SPECIFIC SUPPORT FOR YOUR CHILD'S EDUCATIONAL, SOCIAL AND EMOTIONAL NEEDS**

## PARENTAL RESPONSIBILITIES

- Advise the school in writing of any medical conditions, including symptoms, medication, treatment and care requirements.
- Only supply prescribed medication. Supplied in the original packaging from the pharmacy with the child's name clearly marked.
- Ensure that medication is available, in date and usable at all times.
- Agree access to their child's individual healthcare plan, Asthma card and information provided in this form (School healthcare plan)
- Encourage/support their child to self-manage their healthcare - as appropriate.
- Supply medical forms/medication and copies of individual healthcare plans for any school trips.

**I agree that the medical information contained in this form may be shared with individuals involved with the care and education of my child,** (*Education Welfare Officer, School Nursing, Emergency Services, Integrated Community Children's Nursing Team, Specialist Support and Disability Service, School Counselling Service, Bromley Wellbeing, Child and Adolescence Mental Health Service*).

### PARENTAL AGREEMENT:

Print Name: .....

Relationship to student: .....

Signature: .....Date: .....

### SCHOOL REPRESENTATIVE:

Print Name: Mrs Debbie Sweeney Position: Assistant SENDCO and Medical Officer.

Signature: .....Date: .....

## NOTIFIABLE DISEASES

If your child is diagnosed with any of the following, please ensure that you include the information when calling the school absence line or, alternatively, contact us directly:

Chicken Pox	Meningitis
Conjunctivitis	Mumps
Diarrhoea and/or vomiting	Parvovirus/Slapped Cheek syndrome/Fifth disease
Food poisoning	Ringworm
German Measles	Tuberculosis
Hand, foot and mouth disease	Typhoid or Paratyphoid
Hepatitis/Jaundice	Scabies
Impetigo	Scarlet Fever
Measles	Whooping Cough





## Appendix 4 - Parental Agreement for a School to Administer Medicine Template

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

### **LANGLEY PARK SCHOOL FOR GIRLS MEDICINE ADMINISTERING FORM**

Date for review to be initiated by	Student Support/Medical Room staff
Name of child	
Date of birth	
Tutor group	
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	

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 5 - Record of Medicine Administered to an Individual Child Template

### **Langley Park School for Girls record of medicine administered to an individual child**

Name of child and tutor group

Date medicine provided by parent

Name and strength of medicine

Expiry date

Dose and frequency of medicine


<u>Date</u>	<u>Time</u>	<u>Medication and Dose given</u>	<u>Student Signature</u>	<u>Staff Initials</u>

## Appendix 6 - Record of Medicine Administered to all Children

**Medical room electronic log book** – moved from manual log in September 2021.

The details noted are as follows:

Langley Park School for Girls							
Date	Child's name	Time	Name of medication	Dose given	Any reactions	Signature	Print name

## Appendix 7 - Staff Training Record – Administration of Medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


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: \_\_\_\_\_

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

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

## **Appendix 8 - 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 name.
- Your telephone number – 0208 639 5200
- Your location as follows: **Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham. Kent BR3 3BE**
- 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.

Put a completed copy of this form by the phone.

## Appendix 9 - Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

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 policy for supporting students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, student, 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 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 include **add details of team**. 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 add name of other staff lead** would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

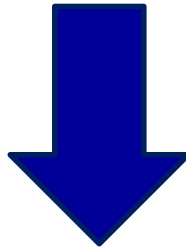
[Name]

## Appendix 10 - Flow Chart For Receiving Medical Information In School

Information is received via LPGS School Healthcare Plan (formerly medical conditions form). Data Collection Sheets

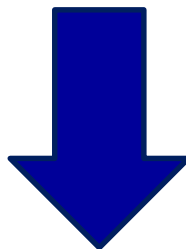
Applicaa electronic admissions system

Head of Year 7 visits to primary schools/transition meetings. Heads of Year and Form Tutors. Information received from parents/carers/healthcare professionals.



All information is passed to Admissions/Student Records/Medical Officer to be loaded onto SIMS (school database).

Original documents are then placed in student files with Heads of Year.

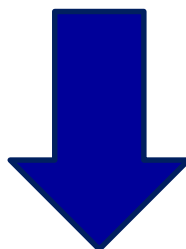


Photocopy to Student Support/Medical room to be stored in medical room files

Applicaa electronic data will be shared via the admissions officer to the medical officer to be uploaded into the medical database.

Photocopy/email to P.E. department if relevant

Sixth Form only- all files including medical information are passed to Sixth Form administration



Files are held in:

Heads of Year Groups Offices Student Support/Medical Room Sixth Form Admin

P.E. Department - where relevant medical conditions have been advised.