

**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>Implementation Date:</b>	<b>Autumn 2025</b>
<b>Designated Person (as appropriate):</b>	<b>Assistant Headteacher (SENDCO), Designated Safeguarding Lead and Deputy SENDCO</b>
<b>Committee with Remit (as appropriate):</b>	<b>Full Governing Body</b>
<b>Review Date:</b>	<b>Autumn 2026</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
7.0	November 2025	Updated in line with guidance

## Contents

Statement of Intent.....	3
1. Key Roles and Responsibilities .....	3
2. Definitions .....	5
3. Training of Staff.....	5
4. Diabetes Management:.....	6
5. Epilepsy Management: .....	6
6. Anaphylaxis Management: .....	6
7. Asthma Management .....	6
8. Social, Emotional and Mental Healthcare Plan .....	6
9. The Role of the Child.....	6
10. Healthcare Plans (IHCPs).....	6
11. Medicines .....	7
12. Emergencies.....	8
13. Avoiding Unacceptable Practice.....	8
14. Insurance .....	9
15. Complaints .....	9
16. Contacting Emergency Services .....	9
17. Managing Medical Information in School.....	9
Medicine Administration – Parent Consent .....	12
Model Letter: Inviting Parents to Contribute to Individual Healthcare Plan .....	13
Template: Sample Individual Healthcare Plan .....	14

## **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 Bromley Healthcare – Health support to school's 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 on Bromcom to ensure that they make appropriate provision for medical support and medication/equipment/care requirements for individual students. Any students with a diagnosed medical condition will need to be referenced on the risk assessment for the educational visit and reasonable adjustments made to accommodate their needs and accessibility.
- Ensuring a full CIAG and destinations programme is provided to students unable to attend school on a full-time basis by adapting the programme.

### 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)

- Attending meetings where complex medical needs require additional medical input and advice around adaptations to accommodate the students' individual needs in school.

#### 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. Social, Emotional and Mental Healthcare Plan**

8.1 Students with high level care/safety needs relating to social, emotional and mental health needs, where a safety plan is in place (CAMHS/The Maudsley Hospital/The Priory Clinic) will require an individual healthcare plan written in collaboration with healthcare professionals, parents and carers and with input from the safeguarding team.

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

9.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

9.2 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 located in the medical room within the SEND Hub.**

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

9.4 Where appropriate, students will be encouraged to take their own medication under the supervision of an LPGS staff member.

#### **10. 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. Microsoft teams electronic form provided via an electronic link for parents and carers for students at point of transition in year 7 and 12 and in year transfers.
- **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.

- 10.2 Where appropriate, 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.
- 10.3 IHCPs, School Healthcare Plans and Asthma cards will be easily accessible through our school database whilst preserving confidentiality.
- 10.4 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.
- 10.5 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.
- 10.6 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.

## 11. Medicines

- 11.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 11.2 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.
- 11.3 No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 11.4 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.
- 11.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 11.6 **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.**
- 11.7 Parents/carers are responsible for providing new supplies of medication when the existing medication is nearing the expiry date.
- 11.8 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.

- 11.9 Medications will be stored in the Medical Room/SEND Hub.
- 11.10 Any medications left over at the end of the course will be returned to the child's parents.
- 11.11 Written records will be kept of any medication administered to children via the schools MIS system.
- 11.12 Students will never be prevented from accessing their medication.
- 11.13 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.
- 11.14 Langley Park School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.
- 11.15 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.
- 11.16 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.
- 11.17 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 on the school premises.

## **12. Emergencies**

- 12.1 Medical emergencies will be dealt with under the school's First Aid Policy.
- 12.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
  - What to do in an emergency.
- 12.3 Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- 12.4 If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **13. Avoiding Unacceptable Practice**

- 13.1 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.

#### **14. Insurance**

- 14.1 All LPGS staff who undertake responsibilities within this policy are covered by the school's insurance.
- 14.2 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.

#### **15. Complaints**

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

#### **16. Contacting Emergency Services**

- 16.1 Requesting an ambulance - dial 999, ask for an ambulance and be ready with the following information. Speak clearly and slowly and be ready to repeat any information. Make the call in close proximity to the patient so that you can provide instant medical updates:
- Your name
  - Your telephone number 0208 639 5200
  - Location: Langley Park School for Girls, Hawksbrook Lane, South Eden Park Road, Beckenham, BR3 3BE
  - The exact location of the patient within the school. Give instructions for arrival eg: which entrance.
  - The name of the child and a brief description of their symptoms. Confirm if the child has any known medical conditions.
  - Do not allow the child to eat or drink
  - Advise main reception that an ambulance has been called, so that staff are ready on their arrival.

#### **17. Managing Medical Information in School**

##### **17.1 Information received:**

- Via Applicaa electronic admissions process
- Data collection sheets
- Transition information (year 6-7). Transition meetings. Primary transfer of information. Parent/carer contact and meetings.
- School healthcare plan – electronic medical record (microsoft forms) completed at time of enrolment (years 7 & 12) - implemented NOV 2025.
- Information provided from parents & carers, education and healthcare professionals

##### **17.2 Information shared:**

- Medical information saved to and shared with staff via school MIS system - Bromcom health needs
- Via SEND register – where appropriate and linked to a diagnosed SEND need
- Relevant care plans/medical letters and reports are saved to MIS system – Bromcom health needs linked documents
- Students requiring a care plan (Asthma/allergies - with an AAI injector prescribed/Diabetes/Epilepsy and

other high risk medical diagnoses are identified and parents asked to provide individual healthcare plans.

- Where an individual healthcare plan is out of date or unavailable, parents will be asked to provide a care plan provided by a specialist consultant/nurse/clinic/GP. Where this is not available, a healthcare plan will be drawn up by school in collaboration with parents & carers.

### 17.3 Areas to be considered:

- Mobility needs and adjustments for school site/PE/dance and physical activities. Occupational Therapy advice for mobility needs requiring mobility equipment and physical adjustments
- Adjustments for those with a hearing impairment or vision impairment where a vision or hearing access plan is in place.
- Allergies noted/dietary needs saved to MIS system – Bromcom, and linked to the school cafeteria system
- Classroom adaptations such as blood testing, drinks and snacks for those with needs such as Diabetes
- Return to school plan after medical treatment or long-term absence
- Staff training identified for children with specific needs – school to liaise with Bromley Healthcare health support to schools' team.
- Medication linked to specific needs, parent consent, administration, storage and review

### 17.4 Healthcare plan implemented:

- Asthma individual healthcare plan issued by healthcare professionals/Asthma card
- Allergies individual healthcare plan issued by Allergies clinic/nurse or GP
- Individual healthcare plan issued by the healthcare professionals overseeing your child's treatment and care
- Individual healthcare plan completed by school in collaboration with parents and carers
- Social, emotional and mental health care plan for those with high level mental health needs or under a CAMHS/The Priory Clinic or The Maudsley Hospital safety plan. Individual healthcare plan written in collaboration with safeguarding team and agreed with parents and carers.

**Care plans to be reviewed annually and updated where appropriate or where needs have changed**

# Medication Administering - Tracker Sheet

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	

Date	Time	Medication and Dose given	Student Signature	Staff Initials

**Administering medication: First Aid trained staff only**



## Medicine Administration – Parent Consent

### LANGLEY PARK SCHOOL FOR GIRLS MEDICINE ADMINISTERING FORM

Date for review to be initiated by	SEND Hub / Medical Room
Name of student	
Date of birth	
Tutor group	
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 the medicine will need to be provided to Student Support / Medical room staff either by myself or my daughter/son.	

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

## Model Letter: Inviting Parents to Contribute to Individual Healthcare Plan

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 provide the relevant information relating to diagnosis, triggers, symptoms, treatment, what constitutes an emergency and what action to take in an emergency. A follow up meeting or telephone call will take place and the care plan details finalised and signed by parents & carers.

Yours sincerely,

[Name]

# Langley Park School for Girls

STUDENT INDIVIDUAL HEALTHCARE PLAN			
<b>Student Name:</b>			
<b>Form Group:</b>			
<b>DOB:</b>			
<b>NHS Number:</b>			
<b>Hospital No:</b>			
EMERGENCY CONTACT DETAILS			
<b>Name:</b>	<b>Relationship to child:</b>	<b>Home Number:</b>	<b>Mobile No:</b>
	Mother		
	Father		
<b>Home address:</b>			
GP CONTACT DETAILS			
<b>Surgery Name:</b>			
DIAGNOSIS: Social, Emotional & Mental Health (Multiple)			
<p><b>Diagnosis:</b></p> <ul style="list-style-type: none"> <li>• Social, Emotional and Mental Health issues including Anxiety, low mood, suicidal ideation, extremes of emotion, sudden changes of emotion/mood, self-harm, emotional regulation, risky behaviors, substance misuse, anger management, low motivation, low self-esteem.</li> <li>• Sensory needs: May require quiet learning space/use of ear defenders or loops. Struggles with loud and busy environments.</li> </ul> <p><b>Symptoms:</b></p> <ul style="list-style-type: none"> <li>• <b>Low mood:</b> can present with visible low mood and isolate herself. History of self-harm, risky behaviors, and suicidal ideation. Extremes of emotion that can change very quickly.</li> <li>• <b>Enjoyment:</b> may appear to lack enjoyment/not enjoy things as before/and keep to herself. Low motivation with random bursts of energy.</li> <li>• <b>Tiredness:</b> may struggle to listen/yawn in lessons or conversation/may be fidgety due to sleeplessness and tiredness. May appear low and withdrawn.</li> <li>• <b>Concentration difficulties:</b> may struggle to listen, and her mind may wander off. May appear tired and run down.</li> <li>• <b>Poor Self-Esteem:</b> Unable to complete tasks or struggles with even the smallest tasks. Feels that she is failing and not good enough. Doesn't feel understood.</li> <li>• <b>Mild Irritability:</b> Difficulties interacting with peers/teachers/home. Anger management, impulsiveness</li> <li>• <b>Negative Perception:</b> Can feel pessimistic about the past or present. Negative feelings around her struggles with relationships with peers and at home.</li> <li>• <b>Boundaries:</b> May struggle with boundaries in school and at home. May require additional support in school if academic performance decreases.</li> <li>• <b>Panic attacks/tearful/extreme withdrawal. Emotional dysregulation.</b></li> </ul> <p><b>Please refer to the SEND register for details of SEND needs/recommended learning adaptations/passes and exemptions and exams access arrangements.</b></p>			

## **Current Medical Treatment Plan and Medication:**

### **Plan for support in school:**

- Provide key members of support staff (pastoral lead/SENDCo/DSL/Safeguarding team) to provide regular pastoral/wellbeing support in school – regular agreed meeting times. Focus on confidence/expressing emotions and feelings/non-judgemental approach.
- Set clear expectations and boundaries for her in school.
- A safe space in school where she can calm down and self soothe such as the wellbeing Hub or sensory area.
- Adjusted timetable and timings of the day.
- Regular contact with home.
- Staff to be vigilant and report concerns to the safeguarding team (appearance and behaviour – is their appearance unkempt/unusual/is there behaviour and presentation different to their normal)(speech – does their rate/tone of speech unusual or different to their usual interactions)(Mood – do they appear sad, unhappy, emotional, lethargic, sleepy, in pain).
- Staff to be aware that moods may be unstable and likely to go up and down.
- Slow re integration plan for any school absence agreed in advance of returning to school.
- Access to sensory support such as fidget toys, sensory space, use of noise cancelling ear loops etc.
- Enjoyable activities: Encourage her to participate in activities that she enjoys. Bailey's coping strategies include Drawing, listening to and mixing music. She enjoys spending time with her trusted adults and friends in her safe spaces in school such as the SEND Hub.
- Teachers to be aware of sensitive topics in lessons and pre warn her before the lesson or contact home to discuss in advance.
- Allow rest breaks.
- Differentiated workload/deadlines.
- Adjustments for social times such as lunch breaks – a quiet space if needed. Encourage to socialise with friends where possible in social times.
- Encourage participation in self-care/exercise/mindfulness and creative outlets.
- Celebration of strengths/positive language and feedback.
- Avoid language that may make Bailey feel that she is not good enough. Use a positive and gentle approach (verbal and non-verbal) to support making her feel a valued part of the school community.
- Try to be patient, avoid frustration by listening and making Lia felt heard and understood.

### **Support staff to be provided with awareness training:**

#### **Useful websites:**

- Royal College of Psychiatrist, depression in young people information: [Depression for children and young people](#)
- Depression in children and young adults: [Nip in the Bud | Child Mental Health Resources for Parents and Teachers](#)
- Building resilience: [Home - Boingboing](#)
- [MindEd Hub](#)
- Maudsley Centre for Child and Adolescent Eating Disorders: [Eating Disorders Clinic - MCCAED 0203 228 2545](#)

### **What is considered an emergency situation (symptoms, triggers, what action must be taken)**

- Call 999 immediately.
- Call Parents/Carers immediately.
- Immediate contact with trusted adult in school.
- Advise safeguarding and senior leadership team.
- Self-harm/suicidal thoughts or actions – follow school safeguarding procedures/First Aid protocol.
- Update current network of external professionals
- CAMHS crisis team: 0800 330 8590 (24-hour service).
- Crisis Line YM – text 85258.

Name & contact details of specialist Medical Professional (Nurse/Clinic/Specialist)

- GP:
- Health Support to Schools Service Bromley:
- Staying together team:
- Social Worker:
- CAMHS Keyworker:

Parental Agreement: I agree that the medical information contained in this individual healthcare plan may be shared with individuals involved in the care and education of my child

Parent/Carer:

Signature:

Date:

Review date:

FOR OFFICE USE:

School Representative: .....

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

Plan overseen by: .....

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