



SOUTH DARTMOOR COMMUNITY COLLEGE

Policy for Supporting Students with Medical Conditions

Adopted by the Governing body on 14th January 2016

To be reviewed yearly

Next review: January 2020

Contents:

1.	Policy Statement	page 3
2.	Policy aim	page 3
3.	Key roles and responsibilities	page 4
4.	Definitions	page 7
5.	Training of staff	page 7
6.	Procedure to be followed when notification is received that a student has a medical condition	page 8
7.	Individual Healthcare Plans (IHCPs)	page 8
8.	Medicines	page 9
9.	Day trips, residential visits and sporting activities	page 10
10.	Emergencies	page 10
11.	Avoiding unacceptable practice	page 12
12.	Liability and Indemnity	page 12
13.	Complaints	page 12

Appendices:

Appendix 1	Individual healthcare plan implementation procedure	page 13
Appendix 2	Individual healthcare plan template	page 14
Appendix 3	Template for Parental Agreement for an Academy to Administer Medicine	page 17
Appendix 4	Template of Record of Medicine Administered to a Student	page 19
Appendix 5	Model letter inviting parents to contribute to IHCP development	page 20

1 Policy statement

South Dartmoor Community College wishes to ensure that students with medical conditions receive appropriate care and support whilst at college, so that they have full access to education, including school trips and physical education.

This policy has been developed in line with:

- The Department for Education's guidance released in September 2014 – "Supporting Pupils at School with Medical Conditions"
- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Special Education Needs and Disability (SEND) code of practice

2 Policy Aim

The College is an inclusive community that aims to support and welcome students with medical conditions, as follows:

- Schools, local authorities, health professionals and other support services must work together to ensure that students with medical conditions receive a full education and can take part in all college activities.
- The college has a responsibility to make itself welcoming and supportive to students with medical conditions who currently attend, and to those who may enrol in the future.
- The college aims to provide any student with diagnosed medical conditions, the same opportunities as others at the college.
- The college understands that some medical conditions that require support at school will affect quality of life and may be life-threatening.
- The college aims to ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life. The college also understands that students with the same medical condition will have their own individual needs.
- The college understands that medical conditions may impact on a student's ability to learn and our aim is to provide assurance to parents and students that the college is able to provide effective support, promoting self-confidence and self-care.
- The college understands that there are social and emotional implications associated with medical conditions.
- The college will ensure that all staff understand their duty of care to students in the event of an emergency.
- All staff understand the common medical conditions that affect students at the college.
- Staff to receive appropriate training to provide the support that students need.
- The 'Policy for Supporting Students with Medical Conditions' is understood and supported by the whole college and local health community.
- Students with medical conditions are entitled to a full education and have the same rights of admission to school as other students.

The college will help to ensure that students can:

- be healthy and stay safe
- enjoy and achieve
- make a positive contribution

3 Key roles and responsibilities

3.1 The Local Authority (LA) is responsible for:

- 3.1.1 Commissioning of school nurses
- 3.1.2 Promoting cooperation between relevant partners, such as proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of students with regard to their physical and mental health, and their education, training and recreation.
- 3.1.3 Providing support, advice and guidance, including suitable training for college staff, to ensure that the support specified within IHCPs (Individual Health Care Plans) can be delivered effectively.
- 3.1.4 Working with schools to support students with medical conditions to attend full time. Where students would not receive a suitable education in a mainstream school because of health needs, the LA has a duty to make other arrangements.
- 3.1.5 Making arrangements when it is clear that a student will be away from college for 15 days or more because of health needs (whether consecutive or cumulative across the whole year).
- 3.1.6 Home to school transport and the development of transport healthcare plans for students with life threatening conditions.

3.2 The Governing Body is responsible for:

- 3.2.1 Ensuring that arrangements are in place to support students with medical conditions and that such students can access and enjoy the same opportunities at college as any other student and enable the fullest participation possible in all aspects of college life.
- 3.2.2 Ensuring that college leaders consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.
- 3.2.3 The development and implementation of the 'Policy for Supporting Students with Medical Conditions' and its associated procedures. This policy must be reviewed annually and appears on the college website and Moodle.
- 3.2.4 Ensuring that the 'Policy for Supporting Students with Medical Conditions', as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.2.5 Handling complaints regarding this policy.
- 3.2.6 Ensuring that sufficient staff have received suitable training, are able to access information and other teaching support materials and are competent, before they take on responsibility to support students with medical conditions.

3.3 The Senior Leadership Team is responsible for:

- 3.3.2 Liaising with healthcare professionals regarding the training required for staff.
- 3.3.3 Ensuring staff that need to know are made aware of a student's medical condition.
- 3.3.4 Ensuring that a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. A list of trained staff will be available to see on Moodle.

- 3.3.5 Ensuring that all students with medical conditions, wherever possible, are able to participate fully in all aspects of college life.
- 3.3.6 Designating responsibility for key functions identified within this policy to specific members of staff, and making other staff aware of this.
- 3.3.7 Ensuring that every effort is made to put appropriate arrangements in place within two weeks of being notified of a medical condition or of the student joining the college. The exception to this is for students moving to the college as part of the Year 6 transition process when arrangements should be in place for the start of the new academic year.
- 3.3.8 Having overall responsibility for the development of IHCPs.
- 3.3.9 Ensuring that college staff are appropriately insured and are aware that they are insured to support students in this way.
- 3.3.10 In line with safeguarding duties the college must ensure that students' health is not put at risk from, for example, infectious diseases. The college, therefore, does not have to accept a student in college at times when it is considered this would be detrimental to the health of the individual student or others, even if they have appropriate medication, support or an IHCP in place.

3.4 Staff members are responsible for:

- 3.4.1 Reading this policy and understanding their role in its implementation
- 3.4.2 Taking appropriate steps to support students with medical conditions.
- 3.4.3 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 3.4.4 Completing risk assessments for trips, visits, holidays, and other college activities outside the normal timetable, including individual ones for those students with medical conditions participating in those activities. Recording any first aid and medication given and informing the Medical Officer upon return.
- 3.4.5 Receiving sufficient and suitable training to achieve the necessary level of competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 3.4.6 Familiarising themselves with this policy and student medical email updates, detailing how to respond when aware that a student with a medical condition needs help.
- 3.4.7 Administering medication, if they have agreed to undertake that responsibility.

3.6 Medical Officer is responsible for:

- 3.6.1 Ensuring that all relevant staff will be made aware of students' medical conditions.
- 3.6.2 Keeping written records of any and all medicines administered to individual students and across the college population.
- 3.6.3 Administering medication with the appropriate training.
- 3.6.4 Responsible for developing and monitoring Individual Healthcare Plans (IHCPs), liaising with healthcare professionals, and contacting the school nursing service in the case of any student who has a medical condition (diagnosed/notified or suspected).
- 3.6.5 Overseeing the arrangements for school administered vaccinations.
- 3.6.6 First aid support for students and staff

3.7 School nurses are responsible for:

- 3.7.1 Notifying the college when a student has been identified as having a medical condition requiring support in college. Wherever possible, the school nurse should inform the college before the student starts college.
- 3.7.2 Supporting staff on implementing a student's IHCP, providing advice and liaising locally with lead clinicians.
- 3.7.3 Providing Young Person Drop In to cover sexual health advice, cessation of smoking and any medical or emotional health issues.
- 3.7.4 Providing annual staff training and advice and liaison with LAs and lead clinicians on other, appropriate staff training.
- 3.7.5 Providing one PSHE session for year 9s, focussing on healthy behaviour and relationships.
- 3.7.6 Providing Immunisation, transition and new parents Assemblies.

3.8 Other Healthcare Professionals, including GPs and Paediatricians, are responsible for:

- 3.8.1 Notifying the school nurse and other health care professionals, such as specialist and children's community nurses, when a student has been identified as having a medical condition that will require support at college.
- 3.8.2 Providing advice on developing IHCPs.
- 3.8.3 Specialist local health teams (eg, asthma, diabetes, epilepsy) providing support in schools for students.

3.9 Students are responsible for:

- 3.9.1 Helping to provide information on how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their IHCPs.
- 3.9.2 Managing their own health needs and medicines, where competent to do so. They will be encouraged to take some responsibility for their own care. This will be agreed upon in discussion with parents and Medical Officer and will be shown in their IHCP.
- 3.9.3 Ensuring that their medicine is brought to Student Reception to be locked in the medicines cabinet. The main exceptions to this are asthma inhalers, blood glucose testing meters and auto-injector adrenaline pens, which students will carry with them at all times. Spares of these items may be kept in an unlocked cupboard in Student Reception and suitable, alternative arrangements will be made where necessary, for example when students are off-site on college trips and visits.
- 3.9.4 Taking their medicine or carrying out a necessary procedure. If a student refuses, parents or carers will be informed so that alternative options can be explored.
- 3.9.5 Taking their own medicines, where appropriate, under the supervision of the college First Aiders or other suitably competent staff members in Student Reception.

3.10 Parents and carers are responsible for:

- 3.10.1 Providing the college with sufficient and up-to-date information on their child's medical needs.
- 3.10.2 Keeping the college informed about any changes to their child's health.
- 3.10.3 Completing a parental agreement for school to administer medicine form, before bringing medicines into the college.
- 3.10.4 Providing the college with the medication their child requires and keeping it up to date.
- 3.10.5 Collecting any leftover medicine at the end of the course of treatment or academic year, whichever is sooner.
- 3.10.6 Discussing medicines with their child prior to requesting that a staff member administers or oversees the administration of that medicine.
- 3.10.7 Being key partners in the development and review of their child's IHCP, in collaboration with the Medical Office and relevant healthcare professionals.
- 3.10.8 Liaising with the school transport service in the case of students with life threatening conditions to ensure that suitable transport healthcare plans are developed for those students.

4 Definitions

- 4.1 "Medicine" is defined as any prescribed or over the counter medicine.
- 4.2 "Prescription medicine" is defined as any drug or device prescribed by a doctor.
- 4.3 A "staff member" is defined as any member of staff employed at South Dartmoor Community College.

5 Training of staff

- 5.1 Staff will receive training on the Policy for Supporting Students with Medical Conditions as part of their new starter induction.
- 5.2 The college will arrange whole school awareness training for all staff at least once a year. This will cover the Policy for Supporting Students at School with Medical Conditions and their role in implementing that policy. Staff will also receive specific training on the most common medical conditions encountered in college, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- 5.3 Staff who undertake responsibilities for delivering medical care under this policy will receive the following training from appropriately qualified healthcare professionals:
 - Use of adrenaline auto-injectors for anaphylaxis (from the school nurse)
 - Managing asthma (from a specialist asthma nurse or other professional)
 - Managing diabetes (from a specialist diabetes nurse or other professional)
 - Managing epilepsy (from a specialist epilepsy nurse or other professional)
 - Other specific training as required
- 5.4 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing appropriate training.
- 5.5 No staff member may administer drugs by injection (ie auto-injector adrenaline or epipen) unless they have received appropriate training.
- 5.6 The Senior Leadership Team and Medical Officer will ensure that a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy is maintained. The Senior Leadership Team and Medical Officer will also carry out a review of training needs at the beginning of each academic year.

- 5.7 Training needs can be identified during the development or review of an IHCP. Any staff member involved in providing support to the student concerned should be included in the meetings where this is discussed, so that they are competent and have confidence in their ability to support the student, and to fulfil the requirements set out in the IHCP.
- 5.8 The relevant healthcare professional should normally lead on identifying and agreeing with the college, the type and level of training required, and how this can be obtained.

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

- 6.1 If the referral has come from the School Nurse/Health Professional, the Medical Officer will make contact with the parent/carer of the student to arrange a meeting between Medical Officer, parent/carer, student and healthcare professional (if relevant).
- 6.2 If the student has not yet started at college, the Medical Officer will liaise with the current school to gather information and a meeting will be set up, as above. Every effort will be made to ensure that arrangements are in place before the student joins us or, if mid-term, within two weeks of start date.
- 6.3 The college does not have to wait for a formal diagnosis of a medical condition before providing support to a student. Where this is unclear, the Medical Office will make contact with parents/carers.

7 Individual Healthcare Plans (IHCPs) and Devon Assessment Framework (DAF)

- 7.1 The Medical Officer will take the lead in writing an IHCP, but responsibility for ensuring it is finalised and implemented rests with the college.
- 7.2 IHCPs (and their review) may be initiated, in consultation with the parent/carer, by a member of college staff or a healthcare professional involved in providing care to the student. Plans should be drawn up in partnership between the college, parents, Assistant Principal of SEND (if necessary), the relevant healthcare professional (eg diabetes nurse) and the student. These will be linked with DAF plans if appropriate. Please see flow chart for identifying whether a student requires an IHCP – Annexe A.
- 7.3 The aim of an IHCP is to capture the steps the college should take to help the student manage their condition and overcome any potential barriers to getting the most from their education. An IHCP must be developed with the student's best interests in mind and ensure that the college has assessed and managed risks to the student's education, health and social wellbeing, whilst minimising disruption. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. Different students with the same health condition may require very different support.
- 7.4 IHCPs and any corresponding parts of a DAF will be easily accessible to those needing them to support the student whilst preserving confidentiality.
- 7.5 IHCPs and DAFs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- 7.6 Where a student has SEN but does NOT have a statement or EHC plan, their special education needs will be mentioned in their IHCP.
- 7.7 Where the student has a special educational need identified in a statement or EHC plan, the IHCP should be linked to or become part of that statement or EHC plan. EHCs are reviewed annually and, where possible, both the EHC and the IHCP will be reviewed at the same time.

- 7.8 Where a student is returning to college following a period of hospital education, alternative provision, or home tuition, the college will work with the Local Authority and education provider to ensure that the IHCP identifies the support the student needs to reintegrate and an adequate risk assessment is carried out.
- 7.9 The college will follow the guidance outlined in the Department for Education document 'Mental Health and Behaviour in Schools' (June 2014) when making arrangements to support students with mental health problems. The college also has a policy relating to Self-Injury. Where appropriate, a student with a diagnosed mental health problem may have a DAF (or IHCP) developed so that all parties are aware of how the mental health problem will be managed in college.

8 Medicines

- 8.1 Medicines should only be administered at college when it would be detrimental to a student's health or school attendance not to do so.
- 8.2 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of college hours. If this is not possible, the parents/carers of the student must complete and sign a 'Parental Agreement for a School to Administer Medicine' form prior to staff members administering medication.
- 8.3 No student under 16 should be given any prescription or non-prescription medicines without written parental/carers' consent. If a situation arises where this is not possible, it will be reviewed on an individual basis.
- 8.4 No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 8.5 The college will only accept medicines that are in date, labelled clearly with the student's name, and provided in the original container as dispensed by the pharmacist (except in the case of insulin which must be in date, but may come in a pen or pump rather than its original container) with dosage and storage instructions. The college will accept non-prescribed medicines, such as paracetamol, ibuprofen, in their original packaging. Medicines which do not meet these criteria will not be administered.
- 8.6 An appropriate supply of the medication may be provided to the college at one time to meet the needs of the student.
- 8.7 Controlled drugs may only be taken on college premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the college's drug policy. Controlled drugs must be kept securely in our locked medicines cabinet. Named staff only will have access. A record should be kept of doses given, including time, date, how much given. Any side effects must be noted.
- 8.8 Medicines will be stored in the locked medicines cabinet located in Student Reception. Suitable alternative arrangements will be agreed upon when the student is off-site on college trips, visits. Medicines and equipment such as asthma inhalers, blood glucose testing meters and adrenaline auto-injector pens are kept in an unlocked cupboard in Student Reception.
- 8.9 Any medications left over at the end of the course of treatment will, if possible, be returned to the student's parents or carers. If the parent/carer is in agreement, the college will arrange for the safe disposal of medicines at a local pharmacy.
- 8.10 A sharps box for the safe disposal of needles used in administering insulin to diabetic students, is kept in Sherrall Baker's office.
- 8.11 A medical waste bin for the safe disposal of used dressings, gloves and antiseptic wipes etc, is kept in Student Reception.

- 8.12 Written records will be kept of any medication administered to students. The trained staff member must always check dosage instructions before administering medicine. This will be found either on the prescribed medicine or on the Parental Consent for the Administration of Medicines form. The staff member must check the medicine log to ensure that medicine is given within the correct timeframe.
- 8.13 Students will never be prevented from accessing their medication.
- 8.14 The college cannot be held responsible for side effects that occur when medication is taken correctly.
- 8.15 Parents/carers may request a copy of the record of medicines administered to their child, or self-administered under the oversight of a member of staff. Parents/carers will be informed if their child refuses to take prescribed medicine at the time specified or fails to report for the purposes of routine health checks or the taking of medication.
- 8.16 **USE OF DEFIBRILLATOR.** Sudden cardiac arrest is when the heart stops beating and can happen to students and staff of any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The college defibrillator is located in the office at the Ashmoor Centre, next to the Sports Hall. The door is kept unlocked at all times for easy access. An approved list of first aiders have received training in how to operate it and this information has been disseminated to all staff members.

9 Day trips, residential visits and sporting activities

- 9.1 Arrangements must be in place for students with medical conditions who are away from the college. These students must be included in all activities, with the appropriate support put in place, unless there is evidence from a clinician (eg, GP) stating that this is not possible.
- 9.2 The college must consider what reasonable adjustments to make to enable students with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that these students are included. This will require consultation with parents and students and advice from the relevant healthcare professions.
- 9.3 Staff members must be aware of what do in an emergency (information on the IHCP or college emergency procedures).
- 9.4 The staff member running the trip must ensure that they have consulted their off-site activity forms and spoken to the Medical Office to gather information on the medical issues of the students. Staff members may need to take medication with them from Student Reception. They should also make a phone call home to parents/carers for further information.

10 Emergencies

- 10.1 Examples of emergencies which require immediate first aid assistance include:
- Severe allergic reactions, including anaphylactic shock
 - Severe asthma attacks
 - Epileptic fits
 - Difficulty in breathing
 - Fainting
 - Hypoglycaemia in diabetics

- Heavy bleeding
- Breaks or sprains
- Concussion

Further information on anaphylaxis, asthma attacks, seizures and hypo//hyperglycaemia in diabetes can be found on Moodle.

Concussion is a type of brain injury usually caused by a blow directly to the head or indirectly if the brain is shaken when the body is struck. Head injuries can occur both in sport and in the classroom/playground. Symptoms are often immediate but can be delayed for up to 48 hours.

SDCC Procedures for suspected concussion and head injuries:

- If concussion is suspected and the following symptoms are observed, an ambulance will be called to attend and parent/carer called.
- *Knocked out/loss of consciousness; seizure or convulsion; poor co-ordination or balance; confusion; loss of memory; vomiting; slurred speech; strange or inappropriate behaviour, severe or increasing headache; neck pain; double vision.*
- If a student has received a knock to the head and symptoms are not as severe as above, but student seems unwell with headache/dizziness that persists, a parent/carer will be called to collect their son/daughter. **Please note that we will only allow a student with a head injury to be collected by a parent or carer with Parental Responsibility.**
- If a student receives a knock to the head and there are no symptoms of concussion, the student can return to the classroom. If a student receives a knock to the head and has a slight headache and dizziness to begin with, which soon resolves, the student can also return to the classroom. In these cases, class teachers must be informed to continue to monitor the student's wellbeing. A first aider will make a call home to inform parent/carer.
- If a student has been diagnosed with concussion either at or outside of college, Tracey West, Medical Officer, and the PE department must be informed. A minimum of fourteen days break from sport is advised, unless cleared to return earlier by a doctor. If the student is symptom free following the fourteen days, then a gradual return to participation in sport should be implemented.

10.2 Should the First Aider in attendance deem it necessary to call for paramedic assistance, the following procedure should be adhered to:

- First Aider to radio LSN/SMN to inform them that a 999 call will be made. Where the first aider is unable to make this call, LSN/SMN will be asked to call. Caller to give full medical details of the condition and whereabouts of the casualty.
- The First Aider may radio for another First Aider to attend if necessary, for help and support.
- The First Aider must remain with the casualty at all times.
- LSN/SMN to call the parent/carer.

- LSN/SMN will meet the ambulance at the roundabout and direct it accordingly.
- Should a student need to be taken to hospital, a member of staff will accompany the student to hospital and remain with them until their parents/carers or other authorised adult arrives.

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

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

11 Avoiding unacceptable practice

The college understands that the following behaviour is unacceptable:

- Assuming that all students with the same condition require the same treatment.
- Preventing a student from accessing their inhalers and/or medication and administering it when and where necessary.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion (although this may be challenged).
- Sending students home frequently or preventing them from taking part in activities at college unless specified in their IHCP.
- Sending the student to the medical room or school office unaccompanied or with someone unsuitable, if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition, eg hospital appointments.
- Making parents feel obliged or forcing parents to attend college to administer medication or provide medical support.
- Preventing students from participating, or creating unnecessary barriers to students participating in any aspect of college 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 effectively.

12 Liability and Indemnity

12.1 The college is a member of the Department for Education's Risk Protection Arrangements (RPA), a scheme provided specifically for academies.

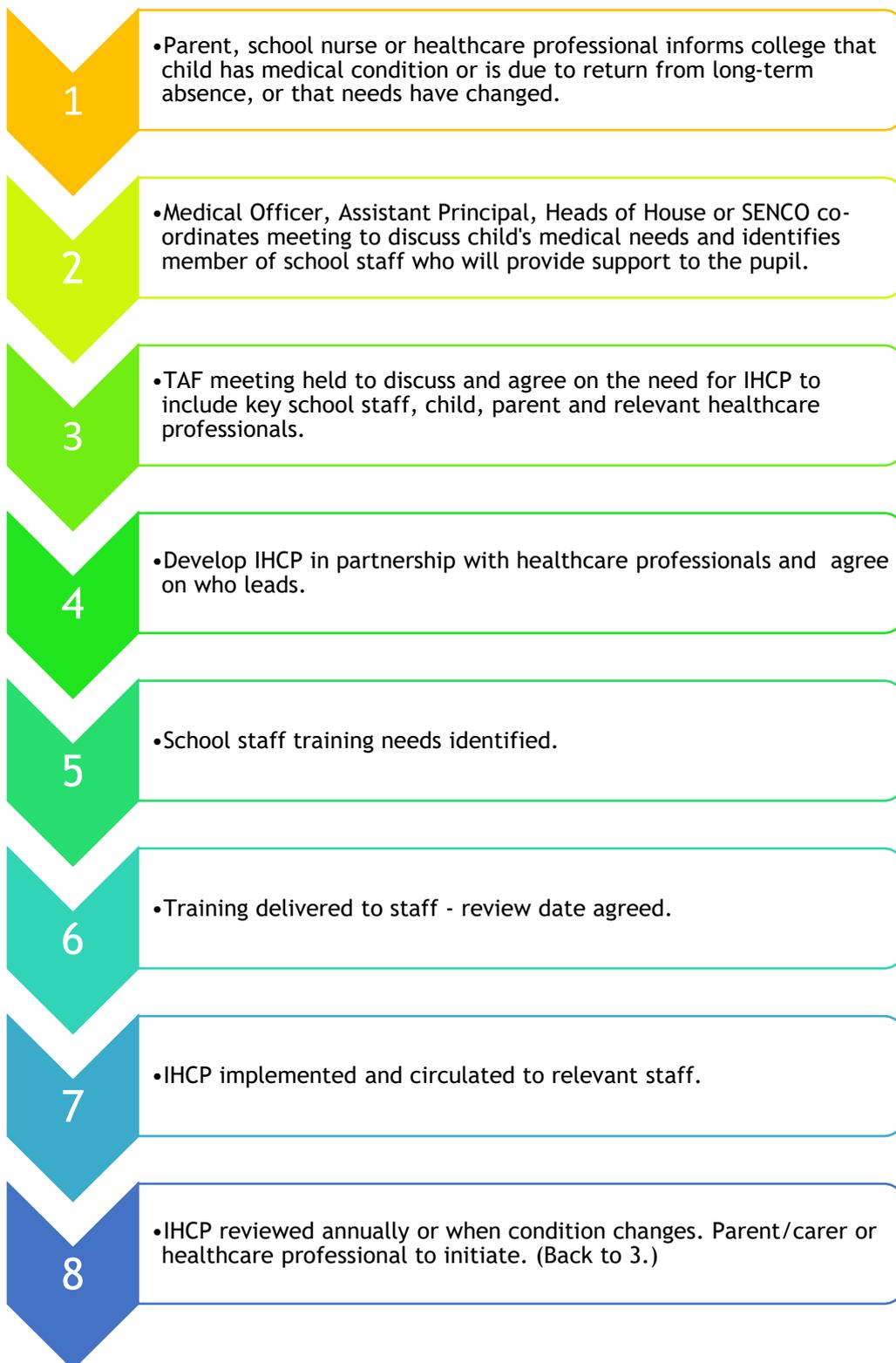
12.2 The RPA will provide indemnity to any member of staff who is providing support to students with medical conditions and has received sufficient and suitable training. Cover provided by the RPA will be subject to adherence with the statutory guidance on Supporting Pupils at School with Medical Conditions September 2014.

12.2 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 Business Manager, Sam Tse.

13 Complaints

- Stage 1 - complaint heard by staff member
- Stage 2 - complaint heard by Dan Vile, Assistant Principal
- Stage 2 - complaint heard by Principal
- Stage 3 - complaint heard by Governing Bodies' Panel

Appendix 1 - Individual Healthcare Plan Implementation Procedure



Appendix 2 - Individual Healthcare plan Template



Health Care Plan

This is to be shared between child's family, relevant school staff and the Public Health Nursing Service, usually the School Nurse. It is primarily for those children / young people who are having treatment or may have a medical emergency in school.

College name

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information:

Contact no 1: Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Contact no 2: 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

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Permission from parent/adult with parental responsibility to share the information with South Dartmoor Community College:

Name.....Signed.....Date.....

Agree to the information in this form being shared with **South Dartmoor Community College**

Completed by:

Name: Signed

Job title:

Date

Appendix 3 - Template for Parental Agreement for an Academy to Administer Medicine



SOUTH DARTMOOR COMMUNITY COLLEGE

PARENTAL AGREEMENT FOR AN ACADEMY TO ADMINISTER MEDICINE

Notes to Parent / Guardians

Note 1: The academy will allow your child to take medicine for the **first day only** on receipt of a note from you, or verbal consent, giving full instructions on dosage and timings. After this time, the academy will only give your child medicine upon receipt of this form, completed in full and signed by you, in accordance with the academy's 'Policy for Supporting Students with Medical Conditions'.

Note 2: Prescribed medicines must be in the original container as dispensed by the pharmacy, with your child's name, its contents, the dosage and the prescribing doctor's name. Non-prescribed medicines are accepted by the academy and must also be in their original packaging, showing dosage instructions.

Note 3: This information is requested, in confidence, to ensure that the academy is fully aware of the medical needs of your child.

Medicine

Date	
Student's name	
Date of birth	
Tutor group	
Reason for medicine	

Name and strength of medicine (as described on the container)	
Expiry date of medicine	
How much to give (i.e. dose to be given)	
Time(s) to be given	
Special precautions/other instructions (eg to be taken with/before/after food)	
Are there any side effects that the academy should be aware of?	
Number of tablets/quantity supplied to the academy	

Time limit – please specify how long your child needs to be taking the medication	_____day/s _____week/s
I give permission for my son/daughter to carry their own asthma inhaler and manage its use	Yes / No / Not applicable
I give permission for my son/daughter to carry their own diabetes equipment and manage its use	Yes / No / Not applicable
I give permission for my son/daughter to carry their adrenaline auto injector for anaphylaxis (eg epipen)	Yes / No / Not applicable

Details of Person Completing the Form:

Name of Parent/guardian	
Relationship to child	
Daytime phone number	
Alternative contact in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by the Medical Officer	

I confirm that the medicine detailed overleaf has been prescribed by a doctor or deemed necessary by you to enable your son/daughter to access timetabled lessons.

I confirm that I give my permission for the nominated Medical Officer to administer the medicine to my son/daughter during the time he/she is at South Dartmoor Community College.

I confirm that I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped. I also agree that I am responsible for collecting any unused, in-date medicine. If medicine is out of date, I am happy for the academy to dispose of the supplies on my behalf.

The above information is, to the best of my knowledge, accurate at the time of writing.

Signature Date
(Parent/Guardian/person with parental responsibility)

Appendix 4 – Template of Record of Medicine Administered to a Student

SOUTH DARTMOOR COMMUNITY COLLEGE

RECORD OF MEDICINE ADMINISTERED TO A STUDENT

Name of Student	
Date of Birth	
Tutor Group	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Dose and frequency of medicine	
Expiry date	
Quantity returned	

Staff signature _____ Initials _____

Log of Medicines Administered

Date	Time given	Dose given	Staff Name/Initials	Notes/ problems

Appendix 5 - model letter inviting parents to contribute to Individual Healthcare plan development

Dear Parent

RE: 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 college'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 (IHCP) to be prepared, setting out what support the each student needs and how this will be provided. IHCPs are developed in partnership between the college, parents, students, 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 IHCPs 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 college 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