



Supporting Pupils with Medical Conditions, Medicines and Medical Needs Policy

The Woodlands

Approved by: L Candler

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The Management Committee will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual healthcare plans (IHPs).

Base Managers and key staff at each base will be responsible for implementing the policy and A. Wilkinson (Safeguarding and Re-integration Manager) will oversee.

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

3. Roles and responsibilities

3.1 The Management Committee

The Management Committee has ultimate responsibility to make arrangements to support pupils with medical conditions. The Management Committee will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Executive Headteacher / SLT / Key Staff

The Executive Headteacher / SLT / Key Staff are responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of Supporting Pupils with Medical Conditions Policy and Procedures of The Woodlands.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff that need to be aware of a child's medical condition.
- Developing Individual healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays/absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/care.
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' asthma inhalers for emergency use.
- Holding Spare AAI in each base for emergency use.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition.
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Staff

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. **A First Aid Certificate is not sufficient.**
- Knowing where controlled drugs are stored and how to access.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

3.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

They are also expected to comply with their IHPs and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a health care professional and agreed by parents.

3.6 School nurses and other healthcare professionals

Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.

Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.

Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.

Liaising locally with lead clinicians on appropriate support. Assisting SLT in identifying training needs and providers of training.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

4.1 Education Health Needs (EHN) referrals

All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1 (Copy of The Woodlands IHP)

6. Individual healthcare plans (IHPs)

- The Executive Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Base Managers and key staff members who are medically trained at each base.
- Plans will be developed with the pupil's best interests in mind with base leads, mentors, key members of staff are to support with IHP's in their bases in admission meetings and referrals and A.Wilkinson will oversee and support.
- Plans will reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed and parents/carers and professionals to update The Woodlands when changes are made.
- Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be discussed at admission and will be based on evidence. If there is no consensus, the Executive Headteacher / SLT will make the final decision.
- Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.
- Signed paperwork and medication must be on site prior to commencement of a placement.
- IHP's will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. This information will be kept in file in a dedicated area within the base so staff can easily access along with any medication needed. A photo of the student and a detail emergency plan along with the IHP will be included.

- Where a pupil has an Education, Health and Care Plan the IHP will be linked to it or become part of it. IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA/AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Management Committee and the Executive Headteacher / SLT / Parent Support Advisor will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents and the Executive Headteacher / SLT for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

See Appendix 1 (Copy of The Woodlands IHP)

7. Students with Asthma

Children with asthma need to have immediate access to their reliever inhalers (and spacers) when they need them.

The Human Medicines (Amendment) (No. 2) Regulations 2014 allow schools/academies to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Each base should purchase inhalers and Aero Chambers (also known as a spacer device) to be used in emergency. It is always advisable for children to use the aero chambers, regardless of age, as this ensures correct delivery of the salbutamol into the body. The whole aero chamber must be disinfected after each use.

The Woodlands inhalers and Epi-Pen's should be kept in strategic locations in each base and their whereabouts should be made known to staff and labelled clearly.

Inhaler devices usually deliver asthma medicines. An aero chamber is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

Students who are able to use their inhalers themselves should be allowed to carry them with them. If the student is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Inhalers should always be readily available during physical education, sports activities and educational visits.

For a students with severe asthma, the health care professional may prescribe a spare inhaler to be kept in the setting. This may be a different colour to a standard inhaler as it has a specific purpose – this should be clearly noted on the child's IHCP.

All students with an inhaler will have individual health-care plan drawn up by their base in conjunction with parents/cares and supported by the Health Service, which must be adhered to.

Staff are alerted to pupils with severe conditions with pupils' photographs, together with an outline on medical protocols. The Woodlands will also keep an up to date Asthma register, updated termly, visibly displayed in a dedicated area in each base and preferably stored close to the base supply of emergency inhalers.

As with other medicine, a record should be kept each time the inhaler is used and parents/cares informed.

See Appendix 2 (Medical Needs, Plan and Consent Form)

8. Students with Diabetes

Diabetes is a life-long condition in which the amount of glucose (sugar) in the blood is too high because the body's way of converting glucose into energy is not working as it should. Students with diabetes usually require a high level of supervision throughout the day, and extra care needs to be taken in relation to their food intake, exercise and emotional state i.e. stress levels. Every child with diabetes is different and their care requirements should be detailed very clearly in the Individual Health Care Plan and updated when advised by their healthcare practitioner.

Staff will receive training from the Nurse attached to the Diabetes Team on the management of diabetes and how to respond in an emergency. Students with diabetes are likely to require adults to help them in the following areas:

- Taking insulin during the time they are in The Woodlands/base/AP.
- Help with taking blood tests – recording each time they have taken a test and knowing what blood levels are considered 'normal' or a 'cause for concern'.
- Access to extra snacks/drinks before, during and after PE. If so, the care plan should clearly state what the child needs and when. Snacks/drinks should be stored in the student's class/area and taken on educational visits. NOTE: Parents/cares are responsible for providing The Woodlands/base/AP with snacks/drinks.
- Recognising the signs of a hypo and hyper episode and know how to respond.
- Monitoring their well-being during and after meal times – food choices, especially carb counting, are an important part of diabetes management.
- Provisions which allow the student to have their injections in a quiet, private place. This should be identified on the Care Plan.
- Monitoring their well-being during physical activity. Physical activity increases the amount of glucose used by the muscles for energy, so it may sometimes lower blood glucose levels.

For more complex diabetes, some students have their condition managed through the continual use of an insulin pump or cannula. The Woodlands protocol should be followed in respect to wound care, infection control and the safe management and disposal of medical equipment and sharps.

See Appendix 2 (Medical Needs, Plan and Consent Form)

9. Students who may require emergency medical treatment (AAI)

Where students are considered to be sufficiently responsible to carry their emergency treatment on their person i.e. Epi Pen, there should always be a spare set kept safely which is not locked away and is accessible to all staff.

It is good practice for each student who requires an Epi Pen, for two to be stored in The Woodlands/base/AP, in the event that a second injection is required 5 minutes after the first injection, or, in the event the first injection is not successfully discharged (emergency services will advise on this).

It is often quicker for staff to use an injector that is with the child rather than taking time to collect one from a central location.

All pupils will have individual health-care plans drawn up by parents/carer's, healthcare practitioners and the woodlands, which must be adhered to.

Staff are alerted to pupils with severe conditions with pupils' photographs, together with outline medical protocols in the file in a dedicated area in each base/AP for reference.

As with other medicine, a record should be kept each time emergency medication is used and parents/carers informed by telephone and followed up in writing.

Routine whole woodlands administration of medicine training is rolled out to all staff and written confirmation of competency is provided upon completion of the course. New staff are informed as part of their induction.

Medical reviews are carried out at the beginning of each academic year. Parents/carers are asked to confirm medical conditions and whether medication is required at the woodlands. Care plans are also reviewed and updated at this time but can also be updated at any time during the year.

(Please refer to The Woodlands Pupil Allergy Policy), Appendix 2 and Appendix 3 (Data collection form)

10. Management and Storage of Medication

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

Staff must contact parents if a student asks for any medication and get consent.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The Woodlands will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The Woodlands will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

A maximum of four weeks' supply of the medication may be provided to the school at one time. However, long term medication e.g. C.D drugs can held on a longer term basis.

A medically trained member of staff must sign in all medication with another staff witnessing. This must be recorded in a book or file and locked away in a medical cabinet.

Controlled drugs may only be taken on school premises by the Parent/Carer of the individual to whom they have been prescribed and passed to the named member of staff. Passing such drugs to others is an offence which will be dealt with under the Drug and Alcohol Policy. This must be signed for by staff member and parent/carers.

When any medication is administered to a pupil this must be by a medically trained staff member and witnessed by another staff member. Then recorded, counted and signed by staff members.

If The Woodlands buy any medication then it must be agreed by Base Manager and by the key members of staff only.

The Woodlands cannot be held responsible for side effects that occur when medication is taken correctly.

Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Medicines will be returned to parents to arrange for safe disposal when no longer required or with consent can be disposed at a local pharmacist by a Key member of staff, (this will need to be signed).

10.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

10.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

10.3 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs

- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

10.4 Transport

Where a pupil with an IHP is allocated school transport the school should invite a member of DCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.

Most pupils attending The Woodlands arrive by taxi. After initial arrangements have been made at the Admission Meeting arrangement for further supplies:

- Pupils must not transport medication into or out of The Woodlands
- Taxi Drivers cannot transport medication (parents must not use this system).

If further supplies are needed and parents/carers are unable to get to the Woodlands, a Split Prescription can be obtained from the Doctor (e.g. the dosage split over two prescriptions) one for parents to get for home and the second to enable named person at the Woodlands to go to Pharmacy and use the Delivery Scheme. This will ensure medication is where it should be and with the relevant person.

Named staff from the medical team along with a copy of the IHP can collect medication and bring into the Woodlands School sites if Parent/Carer is unable to do this.

Medication will not be accepted unless the packaging is intact, the label is correctly dated and there are no signs of it being tampered with. The name of the pupil and the prescriber must be clear and relevant and it must be handed to the named school person. At the end of each full term, arrangements are made with parents for any surplus medication to be removed from site. If this is not done, the named person must dispose of the items at the local chemist. C.D drugs are logged by the pharmacist and then disposed of.

11. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

Day trips, residential visits and sporting activities

The named person is to arrange for medication to be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, and sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day. **(Please see The Woodlands Educational Visits Policy)**

12. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals and other suitable online training will be identified and the type/ level of training required will be agreed with The Executive Headteacher/SLT/Base Leads. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

13. Record keeping

The Management Committee, The Executive Headteacher/SLT/Base Leads/Key members of staff will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school.

Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of.

A.Wilkinson will monitor all record keeping with in the bases and AP's.

14. Liability and indemnity

The Management Committee will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

- Teachers who undertake responsibilities within this policy will be assured by the Executive Headteacher that are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Executive Headteacher.
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15. Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

16. Monitoring arrangements

This policy will be reviewed and approved by the Management Committee yearly.

17. Links to other policies

This policy links to the following policies:

- Accessibility Plan
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Special Educational Needs Information Report and Policy.

Appendix 1: The Woodlands IHP

Individual Healthcare Plan	
Student Information	
Name of school/setting	
Child's name	
Gender/Class/Year	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact - 1	
Name	
Phone Number	
Address	
Relationship to Student	
Work Address and Phone Number	
Family Contact - 2	
Name	
Phone Number	
Address	
Relationship to Student	
Work Address and Phone Number	
Clinic/Hospital Contact	
Name	
Address	
Phone Number	
GP Contact	
Name	
Address	
Phone Number	
The Woodlands Support	
Headteacher	
First Aider	
Medically Trained Staff	

 

Individual Healthcare Plan	
Plan	
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, contra-indications, administered by/with, administered with/without supervision	
Daily care requirements	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc.	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (state if referred for off-site visiting)	
Plan developed with	
Medication	
Name/type of medicine	
(as described on the container)	
Quantity received	
Quantity consumed	
Expiry date	
Dosage and method	
Times	
Special precautions/other instructions	
Self Administration - Y/N	
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 has stopped.	

 

Individual Healthcare Plan	
Signed The Woodlands Staff:	
Date:	
Signed Medically Trained Staff:	
Date:	
Signed Parent/Carer:	
Date:	
Signed Student (if applicable):	
Date:	
Information Recorded on CPOMs - Y/N	
Date:	

 

Appendix 2: The Woodlands Medical Needs, Plan and Consent Form

The Woodlands Medical Needs, Medical Plan and Parental Consent	
Section 1 - Child's Details	
Child's Full Name	
Date of Birth	
Year Group / Class	
Subject	
NHS Number (if known)	
GP Name & Contact	
Parent/Carer Name (1)	
Emergency Contact Number (1)	
Relationship to Child (1)	
Parent/Carer Name (2)	
Emergency Contact Number (2)	
Relationship to Child (2)	
Section 2 - Medical Condition	
Diagnosis / Condition	
Date of Diagnosis	
Description of Symptoms	
Known Triggers	
if applicable	
Usual Signs & Symptoms	
BCP or ACP attached (Y/N)	
Section 3 - Medication Details	
Name of Medication	
Strength / Dose	
Route (e.g. oral, inhaled, injection)	
Time/Frequency to be Given	
Administered by (name/child's name)	
Storage Instructions	
Expiry Date	

The Woodlands Medical Needs, Medical Plan and Parental Consent	
Section 4 - School Arrangements	
Location of Medication in School	
Trained Staff Members (Name & Contact)	
Back-up Medication Available? (Y/N)	
Procedure for Off-site Activities	
Emergency Protocol (e.g. when to call 999)	
Section 5 - Asthma Inhaler Consent (only if student has a diagnosis)	
- NAME of STUDENT has a working, in date inhaler, clearly labelled and is stored in school. - In the event of NAME of STUDENT displaying symptoms of asthma and if their inhaler is not available or is unusable, I consent for them to receive the school's emergency salbutamol inhaler. - NAME of STUDENT has an up to date Asthma Care Plan (ACP) from GP/Asthma Nurse.	
For children who do not have salbutamol or terbutaline inhaler prescribed	
The school salbutamol inhaler could also be given to children who are showing signs of a first asthma attack. Emergency services (999) will be contacted, and they will be told that the school keeps a salbutamol inhaler for use in an emergency. The medical professional will advise us as to whether we can give it to your child.	

The Woodlands Medical Needs, Medical Plan and Parental Consent	
Section 6 - Allergic reaction/anaphylaxis (only if student has a diagnosis)	
- NAME of STUDENT has a working, in date EPPEN x2, clearly labelled and is stored. - In the event of NAME of STUDENT displaying symptoms of anaphylaxis and if their EPPEN is not available or is unusable, I consent for them to receive the school's emergency EPPEN. - NAME of STUDENT has an up to date Individual Health Care Plan (IHCIP) from GP.	
For children not known to be at risk of anaphylaxis	
Very occasionally a child who has not had a severe allergic reaction before can develop one in school. Emergency services (999) will be contacted, and they will be told that the school keeps an adrenaline auto-injector for use in an emergency. The medical professional will advise us as to whether we can give it to your child.	
Section 7 - Paracetamol/Calpol and Hay fever medication	
- The Woodlands store and monitor their own supply of Paracetamol/Calpol and Hay fever medication if your child requires any these medications, staff will contact you and confirm. - If your child requires certain type of Hay fever medication, please complete form and inform staff.	
Section 8 - Antibiotics and short term use of the counter medication	
- The Woodlands can hold OTC medicines from community pharmacies for the short-term management of minor, self-limiting conditions. These are not normally labeled with the children's name and address, so staff need to confirm these with parents (best practice would be to have all information on the box). - Medication needs to be labelled with student's name, details, and dose in the original box. - Medication needs to be signed in and out by trained staff. - Medication to be kept in a locked container.	
Section 9 - Controlled drugs/medication	
- Controlled drugs need to be collected by trained staff or transport by parents/guardians and signed over to The Woodlands. - All medication needs to be in original box and labeled correctly. - All medication needs to be signed in and stored in a locked container. - All medication needs to be signed out and disposed of at a pharmacy or parents need to collect.	

The Woodlands Medical Needs, Medical Plan and Parental Consent	
Section 9 - Defibrillator	
Cardiac arrest is when the heart stops beating suddenly and can happen to people of any age and without warning. If this does happen, quick action (in the form of 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. Modern defibrillators are easy to use and safe. Schools have access to a defibrillator as part of their first-aid equipment and the local NHS ambulance service are aware of its location. Our school does have a defibrillator on site. In the event of an emergency the Emergency Services (999) will be contacted, and they will be told that the school has a defibrillator. The medical professional will advise us as to whether we can use it on your child.	
Section 11 - Off-site Visits and Activities	
I agree to my child participating in educational visits and other off-site activities including - - All school organised off-site activities before, during and after the school day. - Advisory activities at any time. - Off-site sporting fixtures outside the school day. In exceptional circumstances a further consent may be requested but the school will send parents/guardians information about each trip or off-site activity before it takes place.	
Section 12 - Other	
I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.	
Section 13 - Parent/Carer Consent	
- If your child refuses to take the prescribed medication, The Woodlands staff will not force them to do so. In this event you will be contacted immediately. If necessary, The Woodlands will call emergency services. - I consent to school staff administering medication to my child and confirm that the above information is correct. I will update the school with any changes. - I consent to this medical agreement.	

The Woodlands Medical Needs, Medical Plan and Parental Consent	
Parent/Carer Signature:	
Date:	
School Representative:	
Date:	
Section 6 - Review	
Date of Plan Review:	
Reviewed by:	
Outcome / Changes:	

Appendix 3: Data Collection Form for school Allergy Register

Data Collection Form for School Allergy Register	
Section 1: Pupil & Class Information	
Pupil Full Name:	
Date of Birth:	
Year Group and Base:	
Attach Passport Photo:	
Section 2: Allergy Details & Triggers	
Confirmed Allergens:	☐ Peanuts / Tree Nuts ☐ Dairy / Milk ☐ Eggs ☐ Wheat / Gluten ☐ Fish / Shellfish ☐ Insect Stings ☐ Medication ☐ Other (insert):
Reaction Severity:	☐ Severe / Anaphylaxis Risk ☐ Moderate ☐ Mild
Known Symptoms:	(Describe your child's specific physical reactions, e.g., hives, wheezing)
Section 3: Medication & Emergency Details	
Prescribed Medication:	☐ Epipen (0.15mg) ☐ ~~Epipen~~ (0.35mg) ☐ ~~Just Pen~~ ☐ Antihistamine ~~Epipen~~
Medication Expiry Dates:	Pen 1: [MM/YYYY] Pen 2: [MM/YYYY]
Emergency Contact 1:	Name: [insert] Phone: [insert]
Emergency Contact 2:	Name: [insert] Phone: [insert]
Section 4: Parental Consent & Sign-off	
Data Sharing Consent:	☐ I consent to this medical data and photo being stored on the secure digital School Allergy Register and shared with relevant teaching, catering, and supply staff.
Emergency AAI Consent:	☐ In an emergency, if my child's prescribed device fails, I consent to the school administering a stock, ~~unprescribed~~ emergency "spare" Adrenaline Auto-injector.
Parent/Carer Signature:	
Date:	

The Woodlands 