

Wye Forest Federation

Redbrook Church of England Primary School

St Briavels Parochial Church of England Primary School



Supporting Children with Medical Conditions Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	24.9.2026
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Vision

Love is at the centre of our federation with the importance of developing the whole child at the heart of all we do. As a nurturing, inclusive community we enable and engage all to grow, flourish and succeed; discovering a love for one another, for learning and for life. We seek to inspire ambition, courage and respect to give our children the skills they will need to live in a diverse and ever- changing world now and in the future.

1. Statement of intent

The Wye Forest Federation has a Christian vision. The ethos, values and relationships of the Federation, are central to witnessing the value of the vision.

2. Purpose & Scope

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

Section 100 of the Children and Families Act 2014 places a duty on the Governing Board and Senior Leadership Teams to make arrangements for supporting pupils at the Federation with medical conditions.

The statutory guidance for this can be found here: [Illness and your child's education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/616222/illness_and_your_childs_education_-_gov_uk.pdf)

- . Education Act 2002
- . Education Act 1996 (as amended)
- . Children and Families Act 2014
- . Children Act 1989
- . National Health Service Act 2006 (as amended)
- . Equality Act 2010
- . Health and Safety at Work etc. Act 1974
- . Misuse of Drugs Act 1971
- . Medicines Act 1968
- . The School Premises (England) Regulations 2012 (as amended)
- . The Special Educational Needs and Disability Regulations 2014 (as amended)
- . The Human Medicines (Amendment) Regulations 2017
- . The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- . DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- . DfE (2021) 'School Admissions Code'
- . DfE (2017) 'Supporting pupils at school with medical conditions'
- . DfE (2022) 'First aid in schools, early years and further education'
- . Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Pupil Drug and Alcohol Policy
- Asthma Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedures Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Attendance and Absence Policy
- Admissions Policy

This policy is intended to ensure that governing boards meet their legal obligations and sets out the arrangements that the Federation will make to support children.

3. Principles

All pupils with medical conditions will be properly supported so that they have full access to education. Their condition and associated requirements will be kept appropriately confidential according to the individual circumstances.

The Federation will work in partnership with health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are effectively supported.

The Federation recognise that the Healthcare needs of pupils with medical needs may change over time and the federation will work flexibly, within its resources, to support pupils, including supporting reintegration in to school after periods of absence as well as supporting the social and emotional needs of pupils.

The Governing Board of the Federation will ensure that the arrangements give parents and pupils the confidence in the Federation's ability to provide effective support for the medical condition in school. This includes showing an understanding of how a medical condition could impact on a pupil's ability to learn and administer self-care.

Some pupils with medical conditions may be considered disabled under the definition set out in the Equalities Act 2010. Where this is the case, the governing board will comply with the requirements of the Act. For pupils with Special Educational Needs, this policy should be read in association with the SEND code of practice.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

4. Entitlement & Admissions

The Federation will ensure that staff are properly trained to provide the support that pupils need. The Federation will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities. All trips, residential and sporting events will be planned well in advance to ensure appropriate information/ support/ services and products are available. Teachers take account of how a child's medical condition will impact on their participation and reasonable adjustments will be made.

Pupils with special medical needs have the same right of admission to school as other children and will not be refused admission or excluded from the Federation on medical grounds alone. However, in line with their safeguarding duties, the Federation will ensure that no pupil is put at unnecessary risk through Federation activities. The Federation will therefore not accept a pupil in to school at times when it would be detrimental to their health or others to do so.

If a child is deemed to have a long-term medical condition, the Federation will ensure that arrangements are in place to support them. In doing so, the Federation will ensure that such pupils can access and enjoy the same opportunities at school as any other child. The Federation, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at the Federation in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into the Federation after long periods of absence.

5. Policy Implementation

All schools are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this policy is the responsibility of the Federation Governing Body and Headteacher.

The Federation will identify named individuals who are responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site.

The following named individual will have responsibility for:

Briefing supply staff – Mrs N Frey, Headteacher

Risk assessments for school visits/holiday clubs/extra-curricular activities – Undertaken by class teacher, approved by Headteacher

Monitoring of individual healthcare plans – Miss A Wilson, SENCO

Please see Training needs schedule in office and First Aid posters.

Please see First Aid policy for First Aid box locations.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Details of any pupils who suffer with acute medical conditions which may need staff attention should be made available to appropriate staff and be stored and maintained in line with the General Data Protection Regulation. Advice on this can be gained from the Federations data protection officer.

6. Training of staff and support

No member of staff will give prescription medicines or undertake Healthcare procedures without appropriate up-to-date training. Appropriate training will be organised annually and the Federation will keep an up-to-date record of all training. The Federation recognises that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.

The Federation will identify a named member of staff who is responsible for staff training and ensuring the Federation has adequate first-aid cover. A paediatric-trained First Aider will be consulted in relation to concerns over early years pupils.

Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

7. Procedures to be followed when Notification is received that a Pupil has a Medical Condition

The Federation will ensure that the correct procedures will be followed whenever they are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support.

For children starting at the Federation, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to the Federation midterm, staff will make every effort to ensure that arrangements are put in place within two weeks. (See Annexes C, D and E)

The Federation will make arrangements for the inclusion of pupils in additional activities, such as trips or sporting activities, with any reasonable adjustments as required unless evidence from a clinician such as a GP states that this is not possible. The Federation does not have to wait for a formal diagnosis before providing support to pupils.

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the designated senior member of staff. Following the discussions an Individual Healthcare Plan will be put in place.

Headlice can be a recurrent problem in schools. It is the Parent/Carer's responsibility to check their child's hair regularly. If cases are reported to the academy, a letter will be sent to parents in the relevant classes to notify them and remind them to check/treat their child.

8. Individual Healthcare Plans

Individual Healthcare Plans will be written and reviewed by the designated member of staff but it will be the responsibility of all members of staff supporting the individual pupil to ensure that the IHP is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported in class.

Individual Healthcare Plans will provide clarity about what needs to be done, when and by whom and will be easily accessible to those who need access to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the medical condition and the degree of support needed. Where a pupil has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Healthcare Plan.

Not all children will require a Healthcare Plan. The Federation, Healthcare professional and Parents/Carers should agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the final decision. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Annex A. 27. Individual Healthcare Plans, (and their Review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Healthcare Plan must be completed by nominated member of staff with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the Federation.

9. Reviewing Individual Healthcare Plans

The Federation will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the Federation assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has a SEN identified in a statement or EHC plan, the Individual Healthcare Plan should be linked to or become part of that statement or EHC plan.

Annex B provides a template for the Individual Healthcare Plan. All Healthcare Plans will include:

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/noisy conditions, 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 tests, use of rest periods or additional support in catching up with lessons, counselling sessions;

The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child'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 child's condition and the support required;

Arrangements for written permission from Parents/Carers and the designated member of staff 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 child can participate, e.g. risk assessments;

Where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition;

What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Healthcare Plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan. The Emergency Healthcare Plan will not be the Federation's responsibility to write or review.

10.Roles and Responsibilities

It is the governing board's responsibilities to:

- Make arrangements to support pupils with medical conditions in schools, including the development and implementation of the Supporting Pupils with Medical Conditions Policy.
- Ensure that a sufficient number of staff receive suitable training.
- Ensure that staff are competent before they are given the responsibility to support pupils with medical conditions.
- Ensure pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensure staff who support pupils with medical conditions have access to all the necessary information and teaching support materials.
- Ensure the appropriate level of insurance is in place to reflect the level of risk for staff supporting pupils with medical conditions.

It is the Headteacher's/SENCO's responsibilities to:

- Ensure all staff are aware of the policy and understand their role in its implementation.
- Ensure that all necessary staff are informed of a pupil's medical condition.
 - Ensure that a sufficient number of trained staff are available to effectively deliver the policy and all individual healthcare plans, including in contingency and emergency situations.
- Recruit trained staff, where necessary.
- Take the lead in developing individual healthcare plans.
- Arrange appropriate insurance for staff supporting pupils with medical conditions.
- Contact the school nursing service when a pupil has a medical condition that may require support, but has not yet been brought to the attention of the school nurse.

It is the Parents'/carers' responsibilities to:

- Provide the school with up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's individual healthcare plan.
 - Carry out any action they have agreed to as part of their child's individual healthcare plan.

It is the pupil's Pupils' responsibilities to:

- Contribute to discussions about their medical support needs.
- Be sensitive to the needs of other pupils with medical conditions.
- Comply with their individual healthcare plan.

It is the Staff members' responsibilities to:

- Take into account the needs of the pupils with medical conditions that they teach.
- Achieve the necessary level of competency before taking on the duty to support a pupil with a medical condition.
- Know what to do and respond accordingly when a pupil with a medical condition needs help.

11. The Child's Role in managing their own Medical Needs

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the Federation will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the staffroom (or appropriate alternative space) to ensure that the safeguarding of other children is not compromised. The Federation does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant trained staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Healthcare Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

12. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The catering team will work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy. Where a pupil has been prescribed an AAI, this will be written into their IHP.

A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Pupils who have prescribed AAI devices, and are aged seven or older, can keep their device in their possession. For pupils under the age of seven who have prescribed AAI devices, these will be stored in a suitably safe and central location; in this case, the school office.

All staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.

The school will keep a spare AAI for use in the event of an emergency, which will be checked on a termly basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in the hall at St Briavels and the staff room at Redbrook, ensuring that it is protected from direct sunlight and extreme temperatures. The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record:

- Where and when the reaction took place
- How much medication was given and by whom

For children under the age of 6, a dose of 150 micrograms of adrenaline will be used.

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used.

AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

13. Managing Medicines on and off Site

The following are the procedures to be followed for managing medicines:

Medicines will only be administered at the Federation when it would be detrimental to a child's health or school attendance not to do so;

No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent.

The Federation will administer non-prescription medicines to a child, if a Parent/Carer provides written consent. Written consent will provide information about the dosage and timing required. We will only administer non-prescription medicines for short-term ailments.

The Federation will only accept prescribed and non-prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

Parents are responsible for checking the dates on medication and for renewing it as necessary.

All medicines will be stored safely in the Staffroom, or equivalent space. Children should know where to locate their medicine. Where relevant, they should know who holds the key to the storage facility.

Pupil's own medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom cupboards where both class teacher and child know how to access them. These should be clearly labelled with the child's name. Class teachers should keep a record of who has an inhaler/epi-pen on the appropriate record sheets.

During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all bottled and packaged medical devices and medicines required. Pupils will be responsible for carrying their own inhalers if they are able.

Staff administering medicines should do so in accordance with the prescriber's instructions. The Federation will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the Federation should be noted. Annex C and Annex D outline these procedures. Written records are kept of all medicines administered to children.

It is the responsibility of Parent/Carer to collect unused/out-of-date medicine and arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

All staff medication should be kept out of reach of children and stored safely and appropriately.

Controlled drugs should be stored in a non-portable container and only named staff should have access.

Controlled drugs should be easily accessible in an emergency.

A record should be kept of any doses of controlled drugs used and the amount of controlled drugs held.

Staff administering medicines should do so in accordance with the prescriber's instructions.

A record should be kept of all medicines administered to individual pupils stating what, how and how much was administered, when and by whom.

Any side-effects of medication to be administered should be noted.

14. Pupil Accidents: First-Aid

In the case of a pupil accident, the member of staff will assess the injury. In cases where the injury requires first aid or if there has been a head bump, the child will be escorted to the staffroom to receive treatment from a first aider. In instances where the member of staff on duty deems that the pupil should not be moved from the location of the accident, they will call for other adult assistance or send for assistance to the school office via another pupil.

In some instances, parents will be telephoned immediately and asked to come into school to assess the injury themselves. Serious injuries which require hospital treatment should also be recorded using the SHE online, an Accident Record sheet and also reported to the Business Manager at the Federation.

When dealing with an accident, the following procedures will apply:

The administering of items such as antiseptic creams or equivalent are not permitted in case of allergic reaction.

Cuts and grazes should be cleaned and elastoplast/micropore applied where appropriate /applicable.

A Paediatric trained First Aider should be consulted in relation to concerns over early years pupils.

Staff should wear disposable gloves wherever necessary to prevent risk of infection.

Buckets will be available for pupils who feel sick. Appropriate dry powder will also be available and a dedicated mop and bucket.

All blood swabs and used dressings are to be disposed of using a medical bag.

A list of all trained first-aiders will be displayed in the Federation.

15. What Happens When a Child Cannot Attend School Due to Medical Needs

Section 19 of the Education Act 1996

When children and young people are unable to continue at school because of illness, the Education Act 1996 requires Local Education Authorities to provide them with 'suitable education' for example in a hospital school or in home tuition. Suitable education refers to efficient education suitable to the child or young person's age, ability and aptitude and to any special educational needs he may have.

The federation will continue to provide education for pupils who can access school with adjustments even if these are significant adjustments (often determined through a MyPlan+ or EHCP process). We will only provide support at home if medical needs dictate and the child is unable to attend even with appropriate adjustments.

If a child or young person cannot attend school (even with adjustments) then the child or young person will need to have had a referral accepted by Gloucestershire Hospital Education Service. This referral must have confirmation from a medical professional that the child is medically unable to attend school even with adjustments.

16. Written Records

The Federation must ensure up to date written records are kept of all medicines administered to children, stating what, how and how much was administered, when and by whom. (See Annexes D and E)

In the case of a pupil having an accident in the Federation and first-aid being administered, the incident must be recorded in the appropriate Accident Book and a note should be prepared to send home to the Parents/Carers

A central record will be stored in the Federation office which provides information about individual pupil's needs.

On residential trips, reports will be completed in accordance with procedures at the Residential Centre.

17. Emergency Procedures

Teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

Where a child has an Individual Healthcare Plan (IHCP), this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the Federation should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child (regardless of whether they have an Individual Healthcare Plan) needs to be taken to hospital, the Federation will be responsible for calling an ambulance. Staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parent to collect their child from the Federation. If a member of staff needs to take a child to hospital, it is essential they have the correct car insurance and that another adult accompanies them in the car.

It is the responsibility of the parent to ensure that the school always has an up-to-date contact name and telephone number in the case of an emergency.

18. Unacceptable Practice

Although Federation staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary

Assume that every child with the same condition requires the same treatment

Ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)

Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans

If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

Penalise children 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.

Prevent children from participating, or create unnecessary barriers to children participating in any aspect of Federation life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

Requiring parents to attend school to provide medical support to their child.

19. Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Federation. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Federation's Complaints Policy.

20. Home-to-school transport

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

21. Defibrillators

Both schools have access to automated external defibrillator (AED).

The AED is stored in the staff toilet at Redbrook and outside the front door at St Briavels.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

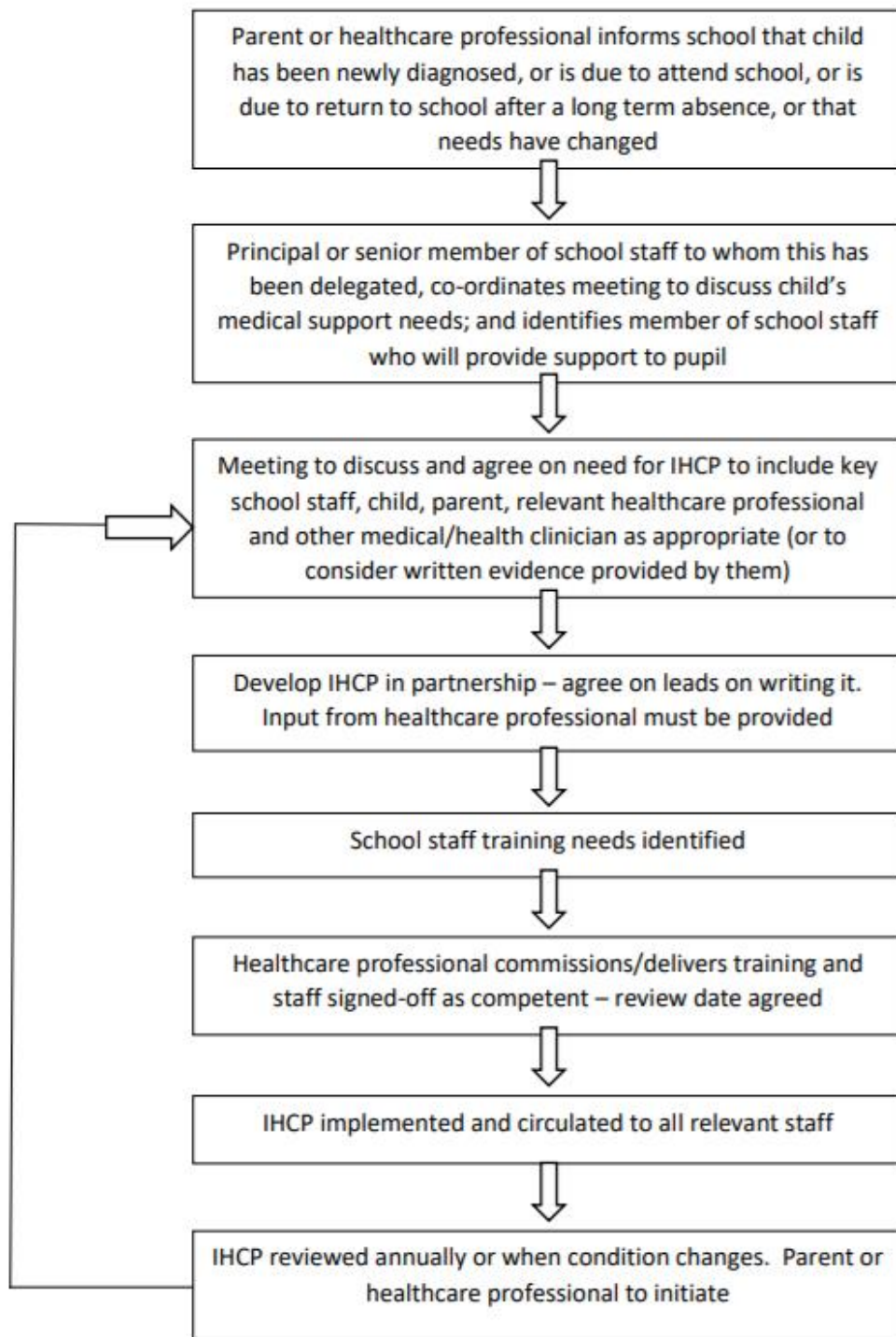
22. Monitoring and review

This policy is reviewed on an [annual](#) basis by the governing board and headteacher. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

The next scheduled review date for this policy is **September 2027**

Annex A

Model Process for Developing Individual Healthcare Plans



Annex B IHP

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

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

Other notes from the meeting:

Annex C

Record of Administered Medicine



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

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Date

Time given

Dose given

Name of Staff

Staff Initials

