

**PARK HOUSE SCHOOL  
MEDICAL GUIDELINES POLICY**

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<b>Review Body Chairman:</b>		<b>Sign &amp; Date:</b>	

**SAFEGUARDING AND CHILD PROTECTION POLICY**

<b>Version:</b>	1	<b>Date of Review:</b>	December 2015
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**CHANGE HISTORY**

<b>Version</b>	<b>Date</b>	<b>Description</b>

# Policy Statement

**Park House School is an inclusive community that aims to support and welcome students with medical conditions and to provide all students with all medical conditions the same opportunities as others at school.**

**We will help to ensure they can:**

- + be healthy
- + stay safe
- + enjoy and achieve
- + make a positive contribution
- + achieve economic well-being.

Park House School ensures all staff understand their duty of care to students in the event of an emergency.

Park House School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Park House School understands the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect students at this school, staff receive training on the impact medical conditions can have on students

# Policy Framework

**These points provide the essential framework for your school's Medical Conditions Policy.**

1. This school is an inclusive community that aims to support and welcome students with medical conditions.
2. The Medical Conditions Policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
4. All staff understand and are trained in the school's general emergency procedures.
5. This school has clear guidance on the administration of medication at school.
6. This school has clear guidance on the storage of medication at school.
7. This school has clear guidance about record keeping.
8. This school ensures that the whole school environment is inclusive and favorable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
9. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective Medical Conditions Policy.
10. The Medical Conditions Policy is regularly reviewed, evaluated and updated. Updates are produced every year.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

# **1. This school is an inclusive community that aims to support and welcome students with medical conditions**

## **Park House School**

- a. Understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. Aims to provide all students with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - + be healthy
  - + stay safe
  - + enjoy and achieve
  - + make a positive contribution
  - + achieve economic well-being.
- c. Encourages students with medical conditions to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
- d. Aims to include all students with medical conditions in all school activities.
- e. Aims to ensure parents\* of students with medical conditions feel secure in the care their children receive at this school.
- f. Ensures all staff understand their duty of care to students in the event of an emergency.
- g. Understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- h. Staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on students.
- i. The Medical Conditions Policy is understood and supported by the whole school and local health community.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

## **2. The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**

a. Students are informed and regularly reminded about the Medical Conditions Policy through the Assembly programme.

b. Parents are informed and regularly reminded about the Medical Conditions Policy:

- + at the start of the school year when communication is sent out about Individual Healthcare Plans

- + when their child is enrolled as a new student

- + via the school's website, where it is available all year round

c. All staff are informed and regularly reminded about the Medical Conditions Policy:

- + through copies handed out at the first staff meeting of the school year and before Individual Healthcare Plans are distributed to parents

- + through the key principles of the policy being displayed in several prominent staff areas at this school

- + Via staff e-mail if students start mid-year or a student's needs change

- + all supply and temporary staff are informed of the policy and their responsibilities.

d. Relevant local health staff are informed and regularly reminded about the School's Medical Conditions Policy:

- + by letter accompanied with a printed copy of the Policy at the start of the school year

- + the school/community nurse

## **3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

a. All staff at Park House School are aware of the most common serious medical conditions at this school. Photographs of students with serious medical conditions are displayed in the main staffroom and in each department staffroom. Every member of supply staff will receive a copy of the photos and most serious medical condition when they arrive. This information pack will be returned to the cover

manager at the end of the day

b. Staff at this school understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

c. All staff who work with groups of students at this school receive training and know what to do in an emergency for the students in their care with medical conditions.

d. Some training is refreshed for all staff at least once a year. e.g. Allergies and administering Epi or Jext Pens. Asthma

e. This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

f. Procedures in place so that a copy of the student's Individual Healthcare Plan is sent to the emergency care setting with the Student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Individual HealthCare Plans (IHPC) are kept on SIMS and a hard copy is in a locked filing cabinet in the Medical Room

g. This school has made arrangements with the local hospital to ensure the timely transfer of Individual Healthcare Plans to the hospital in the event of an emergency.

#### **4. All staff understand and are trained in the school's general emergency procedures**

a. All staff know what action to take in the event of a medical emergency. This includes:

- + how to contact emergency services and what information to give
- + who to contact within the school.

#### **APPENDIX 1**

b. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

c. If a student needs to be taken to hospital, Park House School will endeavor to get a parent to accompany them. If this is not possible then a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the student knows.

d. Generally, staff should not take students to hospital in their own car.

## **5. The school has clear guidance on the administration of medication at school**

### Administration – emergency medication

a. All students at this school with medical conditions have **easy access to their emergency medication**. If not carried on the student emergency medication is stored in the Medical Room. In the event of the School Nurse not being in the Medical Room an alternative key is in the Community Office

b. All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

d. Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### Administration – general

e. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this school.

f. This school understands the importance of medication being taken as prescribed.

g. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

h. The School Nurse is responsible for administering medication.

i. Training is given to all staff members who agree to administer medication to students, where specific training is needed. Park House School insurance provide full indemnity.

j. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an

emergency situation. This may include taking action such as administering medication.

k. In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

l. Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

m. If a student at this school refuses their medication, The School Nurse records this on SIMS and follows the procedure agreed in the student's IHCP. The School Nurse will contact Parents as soon as possible so that alternative options can be considered.

n. If a student at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Individual Healthcare Plans. Park House School home/school transport drivers are given training on what to do in an emergency and have access to IHCP's for any student travelling on their bus.

o. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

p. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

q. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## **6. This school has clear guidance on the storage of medication at school**

Safe storage – emergency medication

a. Emergency medication is readily available to students who require it at all times

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during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

b. Most students at this school carry their emergency medication on them at all times. Students keep their own emergency medication securely.

c. Students are reminded to carry their emergency medication with them.

d. Students, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

#### Safe storage – non-emergency medication

e. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

f. Staff ensure that medication is only accessible to those for whom it is prescribed.

#### Safe storage – general

g. The School Nurse ensures the correct storage of medication at school.

h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

i. Three times a year the School Nurse checks the expiry dates for all medication stored at school.

j. The School Nurse, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

l. Medication is stored in accordance with instructions, paying particular note to temperature.

m. Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.

Refrigerators used for the storage of medication are in the inner office of Medical Room inaccessible to unsupervised students

n. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

#### Safe disposal

o. Parents are asked to collect out-of-date medication.

p. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

q. The School Nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

r. A Sharp boxes is used for the disposal of needles. The sharps box is stored in the inner office of the Medical Room

s. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent.

t. Collection and disposal of sharps boxes is arranged with Falkland Surgery

## **7. This school has clear guidance about record keeping**

#### Enrolment forms

a. Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

#### Healthcare Plans

##### **Drawing up Healthcare Plans**

b. Park House School uses an Individual Healthcare Plan (IHCP) to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHCP if required. Each IHCP is scanned on to SIMS and a hard copy id kept in a locked filing cabinet in the inner off of the Medical Room.

#### **APPENDIX 2**

c. An Individual Healthcare Plan, accompanied by an explanation of why and how it

is used, is sent  
to all parents of students with a long-term medical condition. This is sent:  
+ at the start of the school year  
+ at enrolment  
+ when a diagnosis is first communicated to the school.

d. The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to the school.

e. The School Nurse may also present, if required to help draw up an Individual Healthcare Plan for students' with complex healthcare or educational needs.

### **School Individual Healthcare Plan register (IHCP)**

F. Individual Healthcare Plans are used to create a centralised register of students with medical needs. The School Nurse has responsibility for the register at this school.

g. The School Nurse follows up with the parents any further details on a student's IHCP required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**

h. Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

i. Every student with an IHCP at this school has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

j. Parents and students are provided with a copy of the student's current agreed IHCP.

k. IHCP'S are kept in a secure central location at school and on SIMS

l. All members of staff who work with groups of students have access to the IHCP's of student's in their care on SIMS or hard copy when required for off site visits

m. When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the IHCP's of students in their care.

n. Park House School ensures that all staff protect student confidentiality.

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p. Park House School seeks permission from parents to allow the IHCP to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the IHCP

q. Permission from the Student and parents is sought before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Use of Healthcare Plans**

Individual Healthcare Plans are used by this school to:

- + inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- + remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- + ensure that all medication stored at school is within the expiry date
- + ensure this school's local emergency care services have a timely and accurate summary of a students' current medical management and healthcare in the event of an emergency
- + remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

r. If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's IHCP giving the student or staff permission to administer medication on a regular/daily basis, if required.

s. All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the IHCP for staff to administer medication.

s. If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's IHCP. The school and parents keep a copy of this agreement.

t. Parents of students with medical conditions at this school are all asked at the start of the school year on the IHCP if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

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u. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

v. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's IHCP.

w. All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

#### Other record keeping

An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising nurse, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

### APPENDIX 3

## **8. This school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

#### Physical environment

a. Park House School is committed to providing a physical environment that is accessible to students with medical conditions.

b. Students with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

c. This school's commitment to an accessible physical environment includes out-of-school visits and recognises that this sometimes means changing activities or locations.

## Social interactions

Park House School ensures that

d. The needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

e. The needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

f. All staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

## Exercise and physical activity

Park House School

h. Understands the importance of all students taking part in sports, games and activities.

i. Ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

j. Ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

k. Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

l. Ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for student's medical conditions when exercising and how to minimize these triggers.

m. Ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

n. Ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

## Education and learning

o. This school ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

p. If a student is missing a lot of time at school, they have limited concentration or

they are frequently tired, all teachers understand that this may be due to their medical condition.

q. Teachers are aware of the potential for Students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The SENCO consults the Student, parents and the Student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

s. All Students are offered the opportunity to learn about what to do in the event of a medical emergency.

#### Residential visits

t. Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include:

- how all students will be able to access the activities proposed
- how routine and emergency medication will be stored and administered
- Where help can be obtained in an emergency.

U. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

v. Risk assessments are carried out before students start any work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

## **9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective Medical Conditions Policy**

#### Governing Body

**This school's Governing Body has a responsibility to:**

- + ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- + ensure health and safety policies and risk assessments are inclusive of the needs

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of students with medical conditions

- + make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated
- + provide indemnity for staff who volunteer to administer medication to students with medical conditions.

Head teacher

**This school's head teacher has a responsibility to:**

- + ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and national guidance and policy frameworks
- + liaise between interested parties including students, school staff, SENCO, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- + ensure the policy is put into action, with good communication of the policy to all
- + ensure every aspect of the policy is maintained
- + ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' IHCP
- + ensure student confidentiality
- + assess the training and development needs of staff and arrange for them to be met
- + ensure all supply teachers and new staff know the Medical Conditions Policy
- + delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- + monitor and review the policy at least once a year, with input from all stakeholders
- + update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- + report back to all key stakeholders about implementation of the Medical Conditions Policy.

All school staff

**All staff at this school have a responsibility to:**

- + understand the school's Medical Conditions Policy
- + know which students in their care have a medical condition and be familiar with the content of the student's IHCP
- + allow all students to have immediate access to their emergency medication
- + Heads of Learning and/or the School Nurse maintain effective communication with parents including informing them if their child has been unwell at school -
- + ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- + be aware of students with medical conditions who may be experiencing bullying or need extra social support
- + understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)

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- + ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- + ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### On site School Nurse or School Community Nurse

##### **The school nurse at this school has a responsibility to:**

- + help update the school's Medical Conditions Policy
- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.
- + The onsite school nurse informs parents if their child has been unwell at school
- + The onsite school nurse has responsibility to contact an ambulance or other professional medical help when necessary

#### First aider

##### **First aiders at this school have a responsibility to:**

- + give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school

#### SENCO

##### **The SENCO at this school has the responsibility to:**

- + help update the school's medical condition policy
- + know which students have a medical condition and which have special educational needs because of their condition
- + ensure students who have been unwell catch up on missed schoolwork
- + ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

#### Student Managers/Study Support Manager

##### **The Student Managers/Study Support Manager at this school have the responsibility to:**

- + help update the school's Medical Conditions Policy
- + know which students have a medical condition and which have special educational needs because of their condition
- + ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

#### Local doctors and specialist healthcare professionals

##### **Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:**

- + complete the student's Individual Healthcare Plan provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + offer every child or young person (and their parents) a written care/self-

management plan to ensure children and young people know how to self manage their condition

- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication
- + provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents)
- + understand and provide input in to the school's Medical Conditions Policy.

## Students

### **The students at this school have a responsibility to:**

- + treat other students with and without a medical condition equally
- + tell their parents, teacher or nearest staff member when they are not feeling well
- + let a member of staff know if another student is feeling unwell
- + let any student take their medication when they need it, and ensure a member of staff is called
- + treat all medication with respect
- + know how to gain access to their medication in an emergency
- + if mature and old enough, know how to take their own medication and to take it when they need it
- + ensure a member of staff is called in an emergency situation.

## Parents\*

### **The parents of a child at this school have a responsibility to:**

- + tell the school if their child has a medical condition
- + ensure the school has a complete and up-to-date Individual Healthcare Plan for their child
- + inform the school about the medication their child requires during school hours
- + inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- + tell the school about any changes to their child's medication, what they take, when, and how much
- + inform the school of any changes to their child's condition
- + ensure their child's medication and medical devices are labelled with their child's full name
- + provide the school with appropriate spare medication labelled with their child's name
- + ensure that their child's medication is within expiry dates
- + keep their child at home if they are not well enough to attend school
- + ensure their child catches up on any school work they have missed
- + ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

## **10. The Medical Conditions Policy is annually reviewed evaluated and updated.**

- a. This school's Medical Condition Policy is annually reviewed, evaluated and updated bi-annually in line with the school's policy review timeline.
- b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- d. The views of students with various medical conditions are actively sought and considered central to the evaluation process.

### **Links**

This Policy is linked to the Safeguarding Policy.

### **Review**

This Policy to be reviewed annually  
Last Review - December 2014

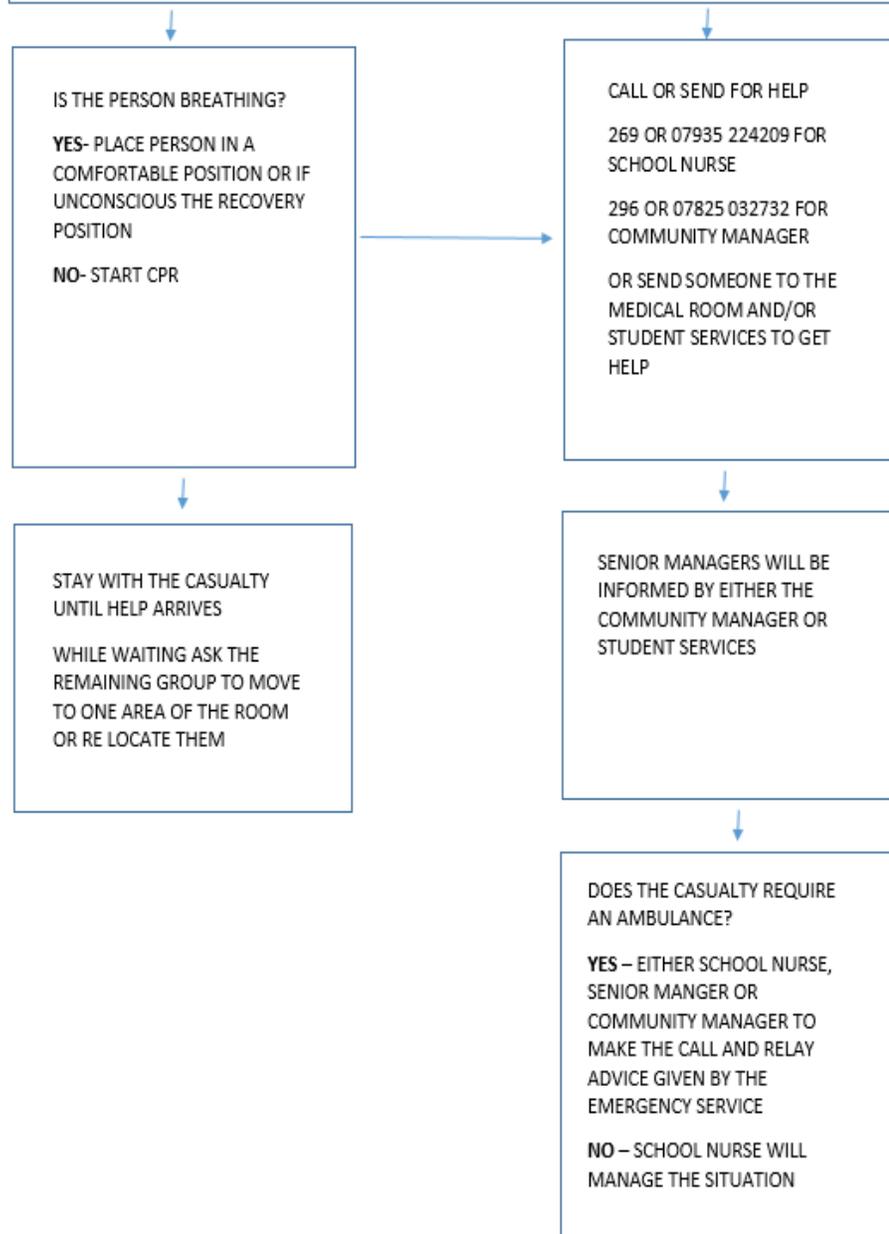
Signed: \_\_\_\_\_ Chair of Committee

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

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# MEDICAL EMERGENCY IN YOUR LOCATION



### Individual Healthcare Plan (IHCP) implementation procedure

1. Parent or healthcare professional informs school that child has medical condition or is due to return from long term absence, or that needs have changed.

2. Where required the onsite school nurse coordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the student.

3. As required meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professional.

4. Develop IHCP in partnership with healthcare professionals and agree on who leads.

5. School staff training needs agreed.

6. Training delivered to staff – review date agreed.

7. IHCP implementation and circulated to relevant staff. Scanned copy added to SIMS.

## Park House School Individual Healthcare Plan (IHCP)

Student's Name \_\_\_\_\_

Tutor Group \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student's address \_\_\_\_\_

Postcode \_\_\_\_\_

Medical diagnosis or condition \_\_\_\_\_

**Family Contact Information** Name \_\_\_\_\_

Phone No. (mobile) \_\_\_\_\_

(home) \_\_\_\_\_

(work) \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Name \_\_\_\_\_

Phone No. (mobile) \_\_\_\_\_

(home) / work \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

**Clinic/Hospital contact**

Name \_\_\_\_\_

Phone no. \_\_\_\_\_

**GP**

Name / Phone No \_\_\_\_\_

**Who is responsible for providing support in school? (To be completed by school)**

Name \_\_\_\_\_

Extension no. \_\_\_\_\_

Describe medical needs of student and give details, to include: signs and symptoms, triggers, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication \_\_\_\_\_

Dose and when to be taken \_\_\_\_\_

Method of administration \_\_\_\_\_

Administered by \_\_\_\_\_

Or self-administered with / without supervision (Please indicate)

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Name of medication \_\_\_\_\_

Dose and when to be taken \_\_\_\_\_

Method of administration \_\_\_\_\_

Administered by \_\_\_\_\_

Or self-administered with / without supervision (Please indicate)

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Name of medication \_\_\_\_\_

Dose and when to be taken \_\_\_\_\_

Method of administration \_\_\_\_\_

Administered by \_\_\_\_\_

Or self-administered with / without supervision (Please indicate)

Daily care requirements.

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

Arrangements for school visits/trips.

Other information.

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

Who is responsible in an emergency? - [in](#) school and off site. (To be completed by school).

Plan developed with. (To be completed with school).

Staff training needed / undertaken - who, what, when (to be completed by school).

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**COMPLETED FORM TO BE RETURNED TO PARK HOUSE SCHOOL ON  
SITE SCHOOL NURSE**

December 2014

