

Supporting Pupils with Medical Conditions Policy

Heathcote School and Science College



Approved by: Governors

Date: 14th December 2020

Last reviewed on: Autumn 2020

**Next review due
by:** Autumn 2021

Other Documentation

This Policy should be used in reference with the following documents:

- SEND Policy
- Complaints Policy
- Safeguarding Policy

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Heathcote School Vision and Values

Encourage - We encourage our pupils to take pride in their learning and community – to work hard, pursue continual improvement and achieve to the best of their abilities. Pupils seek and embrace feedback and show understanding and mutual respect to each other.

Challenge - We challenge our pupils to take responsibility for their learning, to be resilient to failure and to self-regulate their behaviour. All our staff and governors are determined that all pupils confidently strive for success and expect them to be present and punctual.

Succeed - We succeed when all pupils reach their academic potential and are thoughtful, caring and honest citizens; leaving Heathcote fully prepared for the next stage of their life – whether that be in education, training or employment. We succeed by letting them do so in a comfortable and safe environment where they take a proactive role and develop socially.

School Improvement Priorities 2020-21

- To ensure that our revised curriculum (supported by a clear IT strategy) fully develops each pupil's capacity to process, remember and apply information (Rosen shine) through high and consistent standards of learning and teaching backed up by an exemplary remote learning offer at all key stages, a cultural capital pledge and a VESPA research project at post 16.
- To ensure that pupils of all ability levels are challenged to achieve academic success and success in their adult lives relative to their starting point irrespective of their personal circumstance or Covid experience. There will be a specific focus on disadvantaged pupils and ensuring Year 11 and 13 have every opportunity to reach their potential ensuring intervention and remote learning provide additional support.
- To ensure that all operational processes associated with a post Covid world are implemented to keep all stakeholders safe in school and that pupils meet these high standards leading to continuing improved standards of behaviour and an improvement in key indicators
- To ensure that attendance in school for all stakeholders increases with a focus on disadvantaged and Year 11 and 13 pupils and to ensure HR processes support and challenge staff to improve attendance.
- To ensure that our mental health and professional conduct policies for staff and pupils have lasting impact and create a more consistently happy and stable community
- To ensure that we consider all aspects of marketing and rebranding the school and finding our USP to ensure that parents, staff and pupils choose Heathcote as a first preference

including finding alternatives to the traditional Open Evening and ensuring we can remain financially viable

- To develop a high quality AP provision that contributes to the improved life chances of the target groups by supporting them to return successfully to their original schools

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 governing board will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of pupil's condition, 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)

The named person with responsibility for implementing this policy is Mr Neil Hutchins.

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's statutory guidance: **Supporting pupils at school with medical conditions**.

Key Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Heathcote School and Science College.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support pupils with medical conditions.
- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping records of any and all medicines administered to individual pupils and throughout the school population, such as vaccinations.
- Ensuring the level of insurance in place reflects the level of risk.

The Assistant Head teacher is responsible for:

- 1.2.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Heathcote School and Science College.
- 1.2.2 Ensuring the policy is developed effectively with partner agencies.
- 1.2.3 Making staff aware of this policy.
- 1.2.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.2.5 Making relevant staff aware of a student's medical condition.
- 1.2.6 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.2.7 Informing the school's HR Manager whenever there is a training need and ensuring that training is sourced, booked and attended by the relevant staff members.

Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy. We can confirm that the insurance policy provides cover for the schools' legal liability to provide or failure to provide medical or paramedical services in connection with their responsibility as a school (see appendix) for:

- Emergency and/or first aid medical services by any member of staff
- the administering of drugs or medicines or procedures
 - pre-prescribed by a medical practitioner and
 - subject to any written guidelines

by any member of staff authorised by the school

- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility and have had training and guidance from parents and/or professionals.
- Undertaking training to achieve the necessary competency for supporting pupils with specific medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- No member of staff will be required to administer an injection unless they have received specific training.

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/pupils' health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school. (See appendix)
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/pupils prior to requesting that a staff member administers the medication.
- Where necessary, developing and updating the Individual Healthcare Plan (IHCP) for their child in collaboration with the Assistant Head teacher, or a nominated representative and healthcare professionals.
- Carry out any action they have agreed to as part of the implementation of the IHCP eg. Provide medicines/epi-pens or equipment.

Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at Heathcote School and Science College, including teachers.

Training of Staff

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. This training will be in line with the needs of the pupils that require supporting throughout the school.

Training on common, potentially dangerous conditions such as Diabetes, Asthma, Allergies, Anaphylaxis and Epilepsy will be sourced, facilitated and attended by Heathcote staff on a regular basis. This is not an exhaustive list but will form the mainstay of the training regularly required.

In all circumstances training undertaken will be accredited or approved by medical professionals/medical bodies specific to the relevant condition.

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head teacher and Assistant Head teacher overseeing the policy as well as the school SENCO. 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
- Be guided by the demands of the medical conditions presented in school.
- Fulfil the requirements in the IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal 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 be informed of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Teachers and support staff will receive information on the Supporting Pupils with Medical Conditions Policy as part of the Pupil profile.

Allocated teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive regular, adequate training which will be recorded by the Human Resources (HR) team and held on the management information system record.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility

The HR administrator will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The Role of the Pupil

Pupils who are **deemed** competent will be encouraged to take responsibility for managing their own medicines and procedures.

Medicines will be located in the main school medical room and supervised at all times. Any controlled medications will be in a locked cabinet/ draw and the key is to be kept securely with the First aid team. Some pupils will take responsibility for collecting these at regular prearranged times as outlined on their medical plan. They will be supervised when taking their medication.

If pupils **refuse** to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.

In circumstances whereby a pupil is deemed competent enough to self-medicate, this will be outlined in their IHCP and relevant authorisations will be sought from parent/carers and the necessary medical professionals if required. The school will in all circumstances be available to support any such pupil if the need arises.

The school will also support and store any medical equipment or device that a pupil may require in accordance with their IHCP.

Equal Opportunities

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 and any relevant healthcare professionals will be consulted.

Being Notified that a Child has a Medical Condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP.

The school will communicate with all parents/carers at least annually to ensure that all medical records are kept up to date and any new information is logged and actioned as soon as the school has been notified.

The school will regularly remind parent/carers that any change in their child's medical circumstances remains their responsibility to inform the school in a timely fashion.

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.

Individual Healthcare Plans (IHCPs)

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to Mr N.Hutchins (DSL) and Ms J.Gardiner (SENCO).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's medical needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional or the DSL as to whether the school require this to be completed. Parents will be involved in this decision. This will be based on evidence. If there is not a consensus, the Head teacher 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.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Mr Neil Hutchins (DSL)/Ms Julia Gardiner (SENCO) will consider the following when deciding what information to record on IHCPs:

- 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, 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 Headteacher 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

Managing Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription and parental permission.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001. These may only be taken on school premises by the individual to whom they have been prescribed and must be kept secure in the main school office, in some circumstances a pupil may have their own prescribed medication on their person if the school has deemed them responsible enough and competent enough to manage their own medication. In such cases the school must be informed by parent/carers that this is the case and this will be outlined in their IHCP.. Passing any medication or controlled drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy supported by the Behaviour Policy.
- Medications will be stored in the Main Office and will be supervised at all times during the school day.
- Any medications left over at the end of the course will be returned to the student's parents/carers.
- Records will be kept of any medication administered to pupils.
- Pupils will never be prevented from accessing their prescribed medication unless there are extenuating safeguarding reasons, ie.Overdosing.
- Heathcote School and Science College cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. (See appendix)

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

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

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with them until their parents arrive.

School Trips and Educational Visits

Heathcote School and Science College will endeavour to ensure that any pupil with a medical condition/s will be able to access educational visits and school trips. In all circumstances staff organising visits, trips and activities will make any reasonable adjustments to incorporate any pupils with medical conditions.

Members of staff organising any event, school trip or educational visit must consider the needs of all of the pupils in the targeted cohort. In the event of a pupil with a medical condition being in the considered cohort of pupils, staff must view the IHCP in advance and speak to staff members' familiar with the pupil and their condition. If required, there must be discussions about the trip/visit and adjustments considered to ensure inclusivity for all. Initial communications with the parent of the child would be expected to ensure their agreement or further recommendations.

Under no circumstances should the safety or well-being of the child be compromised to facilitate an educational visit/ school trip. In all cases where adjustments are required this must be documented in the Risk assessment by the trip organiser.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable 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
- Ignore medical evidence or opinion (although this may be challenged)
- 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 IHCPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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, 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 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Record Keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school or has required medical intervention.

IHCPs are kept in a readily accessible place which all staff are aware of.

Insurance, Liability and Indemnity

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

The details of the school's insurance policy are:

Policy No. P20CASLFG00006

1. Name of policy holder: London Borough of Waltham Forest
2. Date of commencement of insurance: 1st April 2020
3. Date of expiry of insurance: 31st March 2021

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain Northern Ireland and the Channel Islands or the Isle of Man (b); and
2. the minimum amount of cover provided by this policy is no less than GBP 5 million (c);

Signed by Maven Public Sector for and on behalf of

XL Catlin Insurance Company UK Limited and Aviva Insurance Limited Authorised Insurers

Teachers who undertake responsibilities within this policy are covered by the 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 School Business Manager, Julie Vazquez.

Complaints

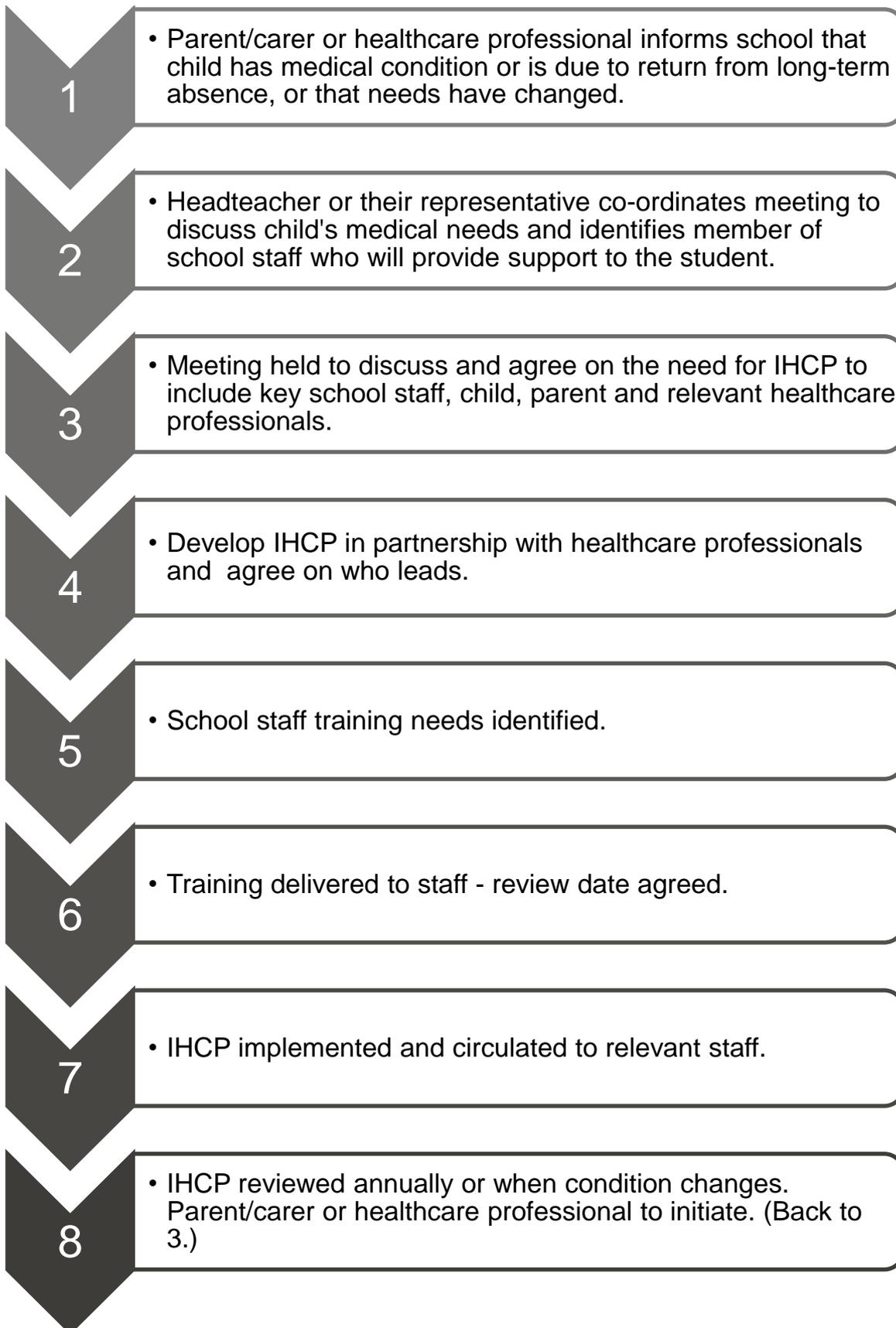
Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher/ Assistant Head teacher overseeing the policy in the first instance. If the Head teacher/Assistant Head teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

The details of how to make a complaint can be found in the Complaints Policy:

Appendix 1

Individual Healthcare Plan Implementation Procedure

Which of these should we adopt?



Appendix 2

Individual Healthcare Plan Template



Medical Healthcare Plan for Pupils with Medical Needs

	Name			
	Tutor Group			
	DOB			
	Address			
	Medical Conditions			
Date		Date of Review		

Contacts

Doctor		Doctor's Phone Number	
Doctor's Address			
Consultant		Consultant's Phone Number	
Consultant Email Address		Pupil Hospital Number	

Family Contacts

<i>Contact 1 Name</i>			
Relationship to child			
Does this person have Parental Responsibility? (Y/N)			
Address			
Home Phone		Mobile Phone	
Email			

<i>Contact 2 Name</i>			
Relationship to child			
Does this person have Parental Responsibility? (Y/N)			



Medical Healthcare Plan for Pupils with Medical Needs

Home Phone		Mobile Phone	
Contact 3 Name			
Relationship to child			
Does this person have Parental Responsibility? (Y/N)			
Address			
Home Phone		Mobile Phone	

Definition of Condition (1); Enter Details

How Condition Affects Child; Enter Details

Definition of Condition (2, where applicable); Enter Details

How Condition Affects Child; Enter Details

Definition of Condition (3, where applicable); Enter Details



Medical Healthcare Plan for Pupils with Medical Needs

<i>Medication (at home)</i>		<i>Medication (at school)</i>	
1		1	
2		2	
3		3	
4		4	

In The Event of Emergency and/or the Following Symptoms Presented:

<i>Symptoms</i>		<i>Actions to be Taken</i>	
1:		1:	
2:		2:	
3:		3:	



Medical Healthcare Plan for Pupils with Medical Needs

Responsibilities	
School:	
Parent:	
Pupil:	

Notes: Enter Details If Applicable

Form Signed and Copied To:		
Date:	Agreed by Parents:	
Date:	Assistant Principal:	

Appendix 3

Parental Agreement for a School to Administer Medicine Template

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

The Heathcote School and Science College Medicine Administering Form

Date for review to be initiated by

Name of child

Date of birth

Tutor group

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

Name of colleague

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 _____

Appendix 4

Record of Medicine Administered to an Individual Child Template

Heathcote School and Science College Record of Medicine Administered to an Individual Child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 6

Staff Training Record – Administration of Medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix 7

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – 02084985110
- Your name.
- Your location as follows: The Heathcote School and Science College, Normanton Park, Chingford, London E4 6ES
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8

Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your student's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your student's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all pupils will require one. We will need to make judgements about how your student's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your student's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include **add details of team**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **or add name of other staff** lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,