



# Medicines and Supporting Pupils at School with Medical Needs

<b>Date Ratified</b>	<b>February 2021</b>	<b>Next Review</b>	<b>February 2022</b>
<b>Governor Link</b>	<b>Kirstie Stroud</b>	<b>Committee</b>	<b>Full Governing Body</b>
<b>Staff Link</b>	<b>Deputy Headteacher: SLT</b>  <b>Miss Paraskeve Constantinou</b> <a href="mailto:pconstantinou@hollickwood.barnet.sch.uk">pconstantinou@hollickwood.barnet.sch.uk</a> TEL: 020 8883 6880		

## **Introduction**

This policy relates to all children with short term and long term medical needs. It has been written with regard to section 100 of the Children and Families Act (2014), Equality Act (2010), Health and Safety at Work Act (1974), SEND Code of Practice 0-25 (2014) and the 2014 DfE guidance '*Supporting pupils at school with medical conditions*'. Early Years settings continue to apply the Statutory Framework for the Early Years Foundation Stage.<sup>1</sup>

This policy is a statement of the arrangements of pupils with medical needs at Hollickwood Primary School. It has been written to make these arrangements explicit and to ensure continuity of practice across the school.

## **Vision**

Our vision is of a school where all succeed. Where all feel included and welcome. Where high expectations are shared and communicated. Where inquiry, innovation, independent thought and risk taking are valued. Where diversity is celebrated. Where respect for self, others and the environment are central to life in school. Where all have a voice and a share in the success of all.

## **Aims**

This is what we are striving for, every day:

At Hollickwood we aim to

- Be a caring, inclusive learning community that nurtures young learners
- Enable all our children to attain the highest standards in all areas of learning
- Inspire children to set challenges for themselves and aim high in life and learning
- Develop young minds that are questioning and open to new ideas and knowledge
- Nurture respect, and positive regard for all members of our community
- Provide learning experiences that are stimulating, engaging and memorable
- Equip young learners with skills they will need in their futures
- Commit to ongoing self-evaluation, innovation and improvement

## **Our school priorities are:**

1. Achievement and standards: Raising standards in writing
2. Personal development and well-being: Removing barriers to learning
3. Quality of provision: Teaching and Learning, Assessment for learning
4. Leadership and management: Governors and distributive leadership
5. Community Perspectives: Developing partnerships with the whole school community

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf)

The governing board of Hollickwood Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Hollickwood Primary School, believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's **SEND Policy** will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

## **1. Legal framework**

1.1. This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The National Health Service Act 2006 (as amended)
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The 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

1.2. This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'

- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

1.3. This policy has due regard to the following school policies:

- **Administering Medication Policy**
- **SEND Policy**
- **Drug and Alcohol Policy**
- **Asthma Policy**
- **Allergen and Anaphylaxis Policy**
- **Complaints Procedure Policy**

## **2. The role of the governing board**

2.1. The governing board:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

**2.2 Paraskeve Constantinou: Deputy Headteacher** holds overall responsibility for implementation of this policy.

### **3. The role of the headteacher**

#### 3.1 The headteacher:

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Has overall responsibility for the development of IHPs.
- Ensures that staff are appropriately insured and aware of the insurance arrangements.
- Contacts the **school nursing service** where a pupil with a medical condition requires support that has not yet been identified.

### **4. The role of parents/carers**

#### 4.1. Parents/carers:

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

### **5. The role of pupils**

#### 5.1. Pupils:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of pupils with medical conditions.

### **6. The role of school staff**

#### 6.1. School staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Our staff are committed to the ethos that every teacher is a teacher of every child or young person including those with physical and/or mental health needs, where differentiated and personalised teaching and learning is at the forefront of good educational provision. We recognise that medical conditions may impact on social and emotional development as well as having educational implications and our staff are committed to working with health professionals, other supports services and the borough to ensure that all children's individual needs are met.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent must ensure the safety of all pupils in their care. There may also be a need to take prompt action in an emergency. As a result, and in line with the school's safeguarding duties, we reserve the right to refuse admittance to a pupil where it would be detrimental to the health of that child or to others. This duty also extends to teachers leading activities off school site and may include a need to administer medicine.

The school works closely with all relevant health professionals to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

### **Aims of supporting pupils with medical needs at Hollickwood**

The school aims to:

- Support pupils with medical needs so that they have full and fair access to the curriculum including school trips and physical education
- Ensure that school staff involved in the care of pupils with medical needs have been adequately trained by a professional and have all the relevant information in order to administer support or prescribed medicine
- To adhere to the Equality Act 2010 and SEND Code of Practice 2014 for pupils who may have disabilities or special educational needs
- To record, monitor and review appropriate records

### **Objectives of supporting pupils with medical needs at Hollickwood**

The schools objectives are:

- To have a clear system of recording and monitoring health needs
- To ensure staff are appropriately and adequately trained in supporting medical needs
- To work within the 2014 DfE guidance: '*Supporting pupils at school with medical conditions*'
- To provide a key person responsible for medicines and supporting pupils with medical needs
- To provide support and advice to all staff working with pupils with medical needs

### **Definition of medical needs**

A pupil's medical needs may be broadly summarised as being of two types: Has a significantly greater difficulty in learning than the majority of others the same age, or

- (a) Short-term, affecting their participation in school activities which may require a course of medication
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

At Hollickwood, we recognise that each child's needs are individual and that these needs may change over time. This may result in on-going medicines, care or extended absence from school. We will make every effort to ensure that there is limited impact on their educational attainment and emotional and general wellbeing. The school will work closely with all involved to ensure that reintegration is sensitive, carefully planned and has the pupil voice at the heart of it.

### **Roles and Responsibilities**

At Hollickwood, we recognise that supporting a pupil with medical needs is not the sole responsibility of one person. Staff work collaboratively to ensure that internal and external professionals are providing

quality care, according to the needs of the pupil. The following roles and responsibilities have been taken directly from the 2014 DfE guidance 'Supporting pupils at school with medical conditions.'

### Governing Body

The Governing body recognises that they must ensure that arrangements are in place to support pupils at school with medical conditions and that the key focus is on the needs of each individual child. They are responsible for:

- Recognising the impact a pupil's medical condition has on school life and therefore ensure that sufficient staff have received suitable training
- Ensuring staff are competent before they take on responsibility to support pupils with medical needs
- Comply with duties under the Equality Act 2010 should a pupil with medical needs be considered to be disabled under the definition in the act
- Ensuring that policy is developed, implemented and monitored

### Headteacher

The Headteacher is responsible for:

- Ensuring that the Medicines and Supporting Pupils with Medical Needs Policy is developed and effectively implemented with partners
- Ensuring that all staff are aware of the policy and that they understand their role in implementing it
- Communicating information about a child's condition to all who need to know
- Ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans<sup>2</sup>, including in contingency and emergency situations
- The development of individual healthcare plans and ensuring that staff are appropriately insured and are aware that they are insured to support pupils in this way
- Liaising with the school nurse in respect of a pupil who has a medical need, including in cases where the situation has not yet been brought to the attention of the school nursing service

### School Staff

Any member of school staff may be asked to provide support to pupils with medical needs, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of the pupil's with medical conditions they teach.

School staff are responsible for:

- Day to day management of the medical needs of the pupils they work with, in line with statutory and school guidance and policies
- Liaising with the named person to ensure that risk assessments are completed for school visits and other activities outside of the normal timetable
- Ensuring that the named person is updated with previous training and current needs
- Providing information about medical needs to cover staff
- Responding accordingly when they become aware that a pupil with a medical condition needs help

The named staff member responsible for medicines and supporting children with medical needs is Skeve Constantinou: Assistant Headteacher: Inclusion Lead.

### Pupils

At Hollickwood we believe that the pupil's voice should be the most prominent, especially when considering their health and safety.

The pupil's responsibilities are:

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<sup>2</sup> Appendix 1

- To contribute during discussions about their medical needs as much as possible to the development of, and comply with, their individual healthcare plan
- To be responsible for their medicines and procedures if agreed with parents/carers and outlined in their individual healthcare plan

### Parents/Carers

The prime responsibility for a child's health lies with the parent and we are proud of our collaborative relationships that ensure proficient care is given to the child. We encourage an open and honest dialogue, together with an open door policy in order to ensure that our children are receiving quality support and provision.

Parents/Carers' responsibilities are:

- To provide school with sufficient and up-to-date information about their child's medical needs
- To supply the school with appropriately in-date prescribed medication, where the dosage information and regime and child's name is clearly printed by a pharmacy on the container
- To be involved in the development and review of their child's individual healthcare plan and carry out any action agreed to as part of its implementation
- Parents will co-operate in training their children to self-administer medication if this is appropriate, and that staff members will only be involved if this is not possible. Written consent must be given for any child who is self-administering medication

### Local Authority

The local authority should work with schools to support pupils with medical needs to attend full time. If this is not possible, the LA has a duty to make other arrangements. They should support schools with advice, guidance and suitable training, to ensure Healthcare Plans are delivered effectively.

### **Staff training and support**

At Hollickwood we ensure that any member of staff providing support for a child with medical needs has appropriate and quality training and that there are sufficient numbers trained in order to cover staff absences, departures or school trips. We recognise that although some children may have the same medical condition, their care should be individual and not presumed that they require the same treatment. Providers of Health Services are available to support and advise school staff in regards to a pupil's medical needs. This provides an invaluable resource for training staff and ensuring up to date and appropriate practice is embedded within the school.

Training needs are assessed by regularly looking at the current and anticipated needs of the pupil on roll or where they may be admitted soon. Assessment includes:

- Information about a child from previous educational settings
- New Arrivals and Casual Admissions Process(Please see Policy)
- Annual medical information form<sup>3</sup>
- Annual review of individual Healthcare Plan
- Regular consultation with children, parents/carers, professionals
- Regular review of the Medical Needs register

The individual child and their needs will determine the level and need of training. The school nurse supports the school to identify the type and level of training required and how this can be obtained. In some instances, we may arrange training ourselves for individual staff, group, or whole school training which we keep up-to-date and relevant.

Staff are trained to a level of competency and confidence, where they can fulfil the pupil's needs as agreed in their individual healthcare plan. We endeavour to ensure that all training provided includes an

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<sup>3</sup> Appendix 2



understanding of the specific medical condition they are being asked to deal with, their implications and preventative measures. Only trained staff are permitted to give prescriptive medicines or undertake healthcare procedures. The named person and parent/carer will agree if this includes following written instructions on the medication container dispensed by a pharmacist. A first-aid certificate does not constitute appropriate training in supporting children with medical needs.

### **The child's role in managing their own medical needs**

At Hollickwood, pupils may not bring medicine, except a named inhaler, into school. Children will be supervised administering any medication or receive them from designated staff. The Individual Healthcare plan will include when there has been an agreement for a child to manage their own medicines and procedures.

Children in Key Stage 1 are supervised administering their asthma inhalers. Children in Key Stage 2 are responsible for their asthma inhalers. All inhalers are kept in a designated place in class. Teachers need to monitor the frequency of use and ensure that children have their pump so that Key Stage 2 children can be responsible for carrying them during off-site visits.

If a child refuses to take medicine or carry out a medical procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

### **Managing Medicines on school premises**

#### **Administering medication**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received by the named person and signed by the child's parent or carer.<sup>4</sup> Medicines such as cream will be supervised unless the child is unable to do so. In this instance, the *Intimate Care Plan* must be adhered to. Such medicines must be supplied to the school in-date and in the original container as dispensed by a pharmacist with instructions for administration, storage and dosage. The exception to this is insulin which must be in-date, but may be available to school inside an insulin pump or pen, rather than in its original container. No child will be given a medicine containing aspirin unless it has been prescribed by a doctor and the named person has received written consent by the parent/carer.

Medicines are only administered to a child when it would be detrimental to their health or school attendance not to do so. This will be decided by the named person, Headteacher or Deputy Headteacher. The school may consult with the school nurse in some instances and consider recording on an individual healthcare plan.

#### **Storage**

Medicines that require refrigeration are stored in the medicine fridge. All controlled and some prescribed medicines are stored in a locked non-portable cabinet in the welfare room. KS1 inhalers are labelled and kept designated place in class. KS2 asthma inhalers are labelled and kept in the child's classroom.

All children know that the key is kept in the office and that access to locked medicines is restricted to the named person, Headteacher or Deputy Headteacher, so that it can be administered to the specific child. In

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<sup>4</sup> Appendix 3

case of an emergency, trained staff are permitted to unlock the cabinet to administer medication. All children are shown where their medicines are should they need to access them immediately.

If a child has been prescribed a controlled drug an individual health care plan will be formulated. Children are made aware that it is an offence if controlled medicines are passed onto another child for its use.

When no longer required, medicines are returned to the parent/carer to arrange for safe disposal. Sharps boxes are used for the disposal of needles and other sharps.

### **Record Keeping**

Records are kept in the Medicine book for any medicine administered to a child and includes how and how much was administered, when and by whom. Any side effects of the medication administered is also noted. Parents/carers are informed if their child is unwell.

### **Emergency procedures**

A child's individual healthcare plan clearly defines what constitutes an emergency and explains what to do, including that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is to be taken to the hospital, staff call 999 from the nearest phone and clearly request an ambulance. They stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. In exceptional circumstance, staff may need to take children to hospital in their own cars. Where possible, another adult will also attend. When the need arises for a child to be accompanied to hospital by ambulance, the school considers the personal circumstances of the person being asked voluntarily to go with the child e.g. childcare responsibilities may prevent them from supporting the child.

The following information will be required should an ambulance be requested:

1. Name of school: Hollickwood Primary School
2. Your full name: \*Reply with your full name
3. Address of school: Sydney Road, Muswell Hill, N10 2NL
4. Exact location: \*Where is the patient within the school?
5. Name of child: \*Reply with the child's (full) name
6. Symptoms: \*Briefly explain symptoms and length of time
7. Access: \*Inform ambulance control of how to use the car park entrance and that someone will be there to meet the crew and take them to the patient  
\*Ask office staff to open car park gate and side gate and greet
8. Parents/Carers \*Inform SLT to contact parents/carers to inform them of the situation

### **Day trips, residential visits and sporting activities**

The school will make reasonable adjustments to meet the child's medical needs in order for them to participate fully and safely in day trips, residential visits and sporting activities. We encourage all children to participate in such activities beyond the usual curriculum but also recognise that we need to take into account evidence that may state this is not possible from clinicians, such as a GP.

A risk assessment will inform what reasonable adjustments may need to be made so that planning arrangements take account of any steps needed to ensure that children with medical needs are included. Risk assessment consultations are held with parents/carers, the child and relevant healthcare professionals to ensure the pupil can participate fully.

Medicines will be made available and kept by an appropriate and trained member of staff for off-site visits. The child will be informed as to who the member of staff is.

### **First Aid**

First Aid kits are located in the Welfare room. Travelling First-Aid kits are also available for visits off-site.

At break and lunchtimes, children are attended to by the adult the injury or illness was reported to. The contents of the First-Aid boxes do not contain general medicines but equipment that would enable an untrained person to use without exacerbating the injury.

Staff are not permitted to administer creams, lotions or other preparations during first aid.

Anyone dealing with bodily fluid e.g. blood, vomit, urine MUST protect themselves by first putting on a pair of disposable plastic gloves. Plastic gloves and how to dispose of them can be found in each First Aid box. It is the duty of each member of staff to ensure that they are familiar with the safety procedures for dealing with bodily fluids.

If an injury involves the head, the child is treated by a First-Aider and monitored. A letter will be sent home with the child informing parents/carers of the injury. It may be necessary to telephone the parents.

If a child has been unwell or had a small accident, then the parents/carer will be informed at the end of the school day. Further information can be found in the local authority's First Aid guidance.

### **Unacceptable practice**

At Hollickwood, although school staff use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable to:

- Prevent children from easily accessing 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 or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical needs home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- Send a child unaccompanied or with someone unsuitable to the school office or medical room if a child becomes ill
- Penalise children for their attendance record if their absences are related to their medical need 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 child, including with toileting issues. No parents should have to give up working because the school is failing to support their child's medical needs
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life including school trips, e.g. by requiring parents to accompany the child

### **Liability and Indemnity**

The Governing Body at Hollickwood School ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

### **Trained Staff**

First Aiders give immediate help to injured children with common injuries or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called. They ensure that their hands are thoroughly washed in soapy water or and anti-bacterial wash is used before and after treating an injury or illness.

<b>Name</b>	<b>Time of Day</b>	<b>Location</b>	<b>Expiry date of first aid qualification</b>
Chantelle Playfair	07:30-08:30 12:30-13:30 15:30-18:00	New Room Playground/Canteen New Room	14/09/2023
Bernadette Moore	08:30-4:30	Reception	17/09/2023
Lisa Staff	08:30-12:00 12:30-13:30 13:30-15:30 15:30-18:00	Y3 Classroom Playground/Canteen New Room Playground/Hall	28/09/2023
Meli Leka	12:30-13:30	Playground/Canteen	12/10/2023
Kelly Reynolds	08:30-12:00 12:30-13:30	Y1 Classroom Playground/Canteen	11/05/2024
Reem El-Bashary	08:30-12:00 12:30-13:30 14:30-15:30 15:30-18:00	Y2 Classroom Playground/Canteen Y2 Classroom New Room	12/12/2024
Chantelle Magee	08:30-12:15 13:15-15:30	Y1 Classroom Playground/Canteen	22/03/2024
Dawn Hennessey	08:30-12:00 12:30-13:30	Y4 Classroom Playground/Canteen	15/05/2023
Rita Riczu	08:30-11: 30	Reception	15/07/2024
<b>EYFS</b>			
Emma Spiers	08:30-4:30	Reception	15/10/2023

Helen Green	08:30-4:30 Friday	Reception	15/10/2023
Frances Moore	11:15-12:45	Playground/Canteen	09/11/2023
Ruth Kevin	08:30-4:30	Nursery	09/11/2023
Jane Powell	08:30-4:30	Y2 Classroom	03/12/2022
Tina Kasamias	08:30-4:30 Thurs/Fri	EYFS	06/05/2024
Julia Gath	08:30-4:30	Nursery	06/05/2024
Tilly O'Brien	08:30-4:30	Reception	26/05/2024
<b>Epilepsy Training</b>			
Nancy Neal	08:30-4:30	Y1 Classroom	11/11/2022
Reem El-Bashary	As above	As above	11/11/2022
Lisa Staff	As above	As above	11/11/2022
Sarah Johnston	08:30-4:30	Y4 Classroom	29/04/2023
Kelly Reynolds	As above	As above	29/04/2023

**Named people for administering medicines:**

Hugh Vivian: Headteacher  
 Skeve Constantinou: Deputy Headteacher  
 Reem El-Bashari: After School Club Lead

**Named person for medicines and supporting pupils with medical needs: Skeve Constantinou**

The named person is not required to have any formal first-aid training, and oversees the management of medicines and medical support.

**Complaints**

The school works, wherever possible, in partnership with parents to ensure a collaborative approach to meeting pupils' needs. All complaints are taken seriously and are heard through the school's complaints policy and procedure.

**Bullying**

At Hollickwood, any form of bullying is unacceptable and will not be tolerated. If bullying does occur staff will deal with any incidents promptly and effectively. It is the responsibility of all adults to ensure the safety of pupil and do so in line with the schools Anti-Bullying Policy.

**Other relevant policies:**

- Hollickwood School Information Report
- Safeguarding of Children
- Health and Safety
- SEND Policy
- Race Equality
- Anti-bullying Policy
- Behaviour Policy
- Intimate Care policy

### **Process for review and development**

This policy will be successful when:

- Monitoring demonstrates that the needs of children are provided for and that progress is made
- Monitoring demonstrates that pupils with medical conditions are well provided for and supported.

**Next review: November 2016**

Insert photo here

**Health care plan for**

\_\_\_\_\_.

**Date** \_\_\_\_\_.

**Pupil information**

<b>Surname</b>	<b>Gender</b> <i>Male</i> <i>female</i>
<b>First name</b>	<b>date of birth</b>
	<b>UPN</b>
<b>School</b>	<b>Who transports the pupil to &amp; from school?</b>
<b>School contact</b>	<i>LBB</i> <i>parent/carer</i> <i>other</i> (please specify)
<b>Parent / carer</b>	<b>Key health professionals supporting this pupil</b>
<b>Address</b>	<b>name</b> <b>tel. no.</b>
<b>Contact numbers</b>	
<b>Medical condition</b>	
<b>Description of the medical condition for this pupil</b>	
Every child, regardless of their medical condition has a right to their health details being kept confidential. In most instances these details will be known to the head teacher / manager and will only be shared on a need to know basis, e.g. when disclosure would enhance the child's ability to access the curriculum or if there are issues of safety to be considered including the use of transport. Staff working directly with a pupil are deemed to have a need to know.	



**Health care plan for** \_\_\_\_\_.

**Date** \_\_\_\_\_.

**Emergency plan**

<b>Signs / symptoms</b>	<b>Actions to be taken</b>

**Emergency transport plan**

<b>Signs / symptoms</b>	<b>Actions to be taken</b>



Insert photo here

**Health care plan for \_\_\_\_\_.**

**Date \_\_\_\_\_.**

**Routine School Treatment**

Prevention is the first and foremost important step to take.

Routine medication (to include storage arrangements)

Routine preventative measures

Routine treatment

**Health care plan for**.....

**Date** .....



**Consent to treatment**

I agree to my child receiving medication and/or treatment as documented in the health care plan whilst in the care of education staff or transport staff.

I understand this is a service which the school is not obliged to undertake if appropriate information has not been supplied.

I understand I am responsible for ensuring the appropriate medication is available to the school including replacing medication used and / or out of date. I authorise the C&F nurse to contact my GP and other health professionals involved with my child.

I confirm I am the parent/guardian for this child and I am able to give authority for the administration of the medication.

Signed: (Parent/Guardian) Please print name	Date:
Signed: (Head teacher/staff)Please print name	Date:
Signed: (C&F Nurse) Please print name	Date:
Sent to SEN Budget & Contract Manager	Date:

This plan will be copied to the following people; (please print names and roles)

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A copy of previous plans may be kept in the pupil's main school and/or medical file, other copies should be destroyed to avoid confusion.

The LB Barnet / school cannot be held responsible for any treatment given or not given if the child's full and up to date health care plan or other health / medical needs have not been disclosed at the parent's request.

**Date this plan should be reviewed by:**

Insert photo here

**Health care plan for** \_\_\_\_\_.

**Date** \_\_\_\_\_.

Form for parent / carers to complete if they wish their child to carry his/her own medication

Pupil's name		Name of school	
D.O.B.			
Pupil's address		School address	
Condition or illness			
Details of medication			
Name	Dose	Frequency	
Name	Dose	Frequency	
Name	Dose	Frequency	

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Contact Information

Name: \_\_\_\_\_ Class/form: \_\_\_\_\_

I would like my son/daughter to keep his medication on him/her for use as necessary.

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

Daytime Phone No: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## EPILEPSY SEIZURE WRITTEN RECORD

Pupil's name: .....

Date	Time	What happened prior to the seizure, i.e. triggers, illness, menstruation, PMT, constipation	Description of seizure What happened during seizure, i.e. jerking of limbs, Cyanosed	Recovery – confused, tired, incontinent. PRN drugs given i.e Rectal Diazepam, Clobazam, Midazolam, taken to hospital.	Duration of Seizures	PRINT NAME



Dear Parent/Guardian,

We are currently re-organising our Welfare room and updating our administration of medicine records. If your child is currently treated for asthma or any other medical condition i.e. food allergies, epilepsy, diabetes, please return the attached forms to the school's office by .....

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received by one of the following named persons: Mr Vivian, Mr Westmore or Ms Constantinou. All permission must be signed by the child's parent or carer. A copy of the **'Parental/Carer Agreement to Administer Medicine'** form can be found at the office.

All medicines must be in-date and in the original container as dispensed by a pharmacist with instructions for administration, storage and dosage. The exception to this is insulin which must be in-date, but may be available to school inside an insulin pump or pen, rather than in its original container. **No child will be given a medicine containing aspirin,** unless it has been prescribed by a doctor and the named person has received written consent by the parent/carers.

We operate a strict **NO NUTS** policy at Hollickwood School. We have a large number of children who attend our school who suffer from severe food allergies; therefore we are unable to allow other pupils to have such products on the premises. These include:

- Nutella
- Peanut Butter
- A large variety of chocolate bars
- Some brands of popcorn
- Fruit and cereal bars containing nuts

This is not an exhaustive list so we ask parents and carers to please be extra cautious of products you are putting in your child's lunchbox.

Please return this form signed to the office, even if your child does not have any medical conditions.

Yours Faithfully,

Skeve Constantinou  
Deputy Headteacher: Inclusion



Medical Needs Form

Child's Name.....NHS Number.....Class.....

1. Medical Condition
Triggers
Treatment: Please write a description on how you administer your child's medicine and when i.e. dosage, times etc

2. Medical Condition
Triggers
Treatment: Please write a description on how you administer your child's medicine and when i.e. dosage, times etc

Dietary requirements: Please tick. Vegan <input type="checkbox"/> Vegetarian <input type="checkbox"/> Halal <input type="checkbox"/> Other.....
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Signed.....Parent/Carer



**Parental/Carer Agreement to Administer Medicine**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, then prescribed medication will only be administered if written permission has been received by one of the following named persons: Mr Vivian or Ms Constantinou. All permission must be signed by the child's parent or carer.

I hereby give consent for you to administer on my behalf the following medication:

Name of Child	
Date of Birth	
Class	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Expiry Date	
When to be given	
Dosage	
Time limit-please specify how long your child needs to be taking the medication	
Refrigeration .. YES / NO	

I confirm that the above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL. I understand that I must deliver the medicine personally to a named SLT member stated above and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing

Name and telephone number of GP	
Name of Parent/Carer	
Signature	
Date	
Daytime telephone number	



Record of Administering Medicine  
For school staff

<b>Medicine</b>	<b>Time</b>	<b>Comments e.g. reactions</b>	<b>Signature of Staff</b>