

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS, THE ADMINISTRATION OF MEDICINE, AND FIRST AID AT SCHOOL

Policy Date: September 2014 Last updated: February 2020

Date review due: February 2022

Portfolio Group responsible: Property/H&S

Origin: Headteacher/Health & Safety Co-ordinator

Underlying principles

All school policies reflect the school values of:

Hope

Kindness

Courage

Integrity

Trust

Respect

Responsibility

Taking into account advice and guidance best practice.

- The Governing body **will** ensure that arrangements are in place at the Academy to support students at school with medical conditions, so that they have full access to education, including school trips and physical education.
- The Governing Body will ensure that school leaders consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported.
- The Ilfracombe Academy recognises that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place at the Academy because arrangements for their medical condition have not been made. However in some cases the Academy may need to apply for additional funding to accommodate certain conditions safely.

Policy Context

Changes to the law in September 2014 required governing bodies to ensure that no student with medical needs is disadvantaged in any way

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that students feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and students.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a student's medical condition, (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be disabled. Where this is the case governing bodies **must** comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the SEN guidance.

The Ilfracombe Academy

1. The staff of the Ilfracombe Academy wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The Academy's insurance will cover liability relating to the administration of medication.
3. Deputy Head with Pastoral responsibility/SENCO will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
 - The Academy will try to make arrangements for students being transferred to the Academy within a two weeks, however, the time may be longer should additional staff appointments, training or accommodation be required
 - The Academy will make arrangements for support based on parents and student wishes and advice from health care professionals
 - Inform all staff about the student and their condition
 - Ask the School Nurse to assist in providing Health Plan or provide our own
 - Assess whether training is required
 - Organise training if required of those who will look after the student
 - Supply staff informed by Member of Staff responsible for Cover
 - New staff informed by Head of Department
 - Educational Visits Co-ordinator to advise on risk assessments for school trips
 - Procedures to be followed when a student moves to the academy mid-term or when a student has a new diagnosis
 - *Same as above*
 - Procedures for home-to-school transport will be reviewed on an individual basis and formulated in consultation with the parents/carers and the student and any other party that is relevant
4. The above procedures will be monitored and reviewed by the Governing Body
5. Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the student. Plans should be drawn up in partnership between the Academy, relevant healthcare professionals, who can best advise on the particular needs of the student, and the student where appropriate. The advice and support of healthcare professionals will be sought in complex medical conditions, so that the steps

needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The responsibility for ensuring the IHCP is finalised and reviewed rests with the Academy.

The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
 - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the Academy needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other Academy activities outside the normal timetable; completion of risk assessments for visits and Academy activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. Mrs Sharon Marshall, Headteacher, will have the final decision on whether an Individual Health Care Plan is required.

Students with asthma and the use of an Emergency Inhaler/spacer

7. The Ilfracombe Academy has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.
8. The First Aid Co-ordinator will be responsible for ensuring the following:
 - Instructing all staff on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma register
 - Instructing all staff on how to access the inhaler
 - Making all staff aware of who is trained to give them help
9. The First Aid Co-ordinator will be responsible for ensuring that First aid trained staff:
 - Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks

10. The First Aid Co-ordinator will be responsible for the storage, care and disposal of asthma medication.
11. The First Aid Co-ordinator will be responsible for the supervision of administration of medication and for maintaining the asthma register.
12. The Pastoral co-ordinator will be responsible for ensuring that there has been written consent from parents or carers for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given.
13. The attending First Aider/Pastoral co-ordinator will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

Make available to staff any training by the School Nursing Team

14. The emergency spacer will be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler but are encountering difficulties with using the inhaler in the normal way.

THE ADMINISTRATION OF MEDICINE

15. The Headteacher will accept responsibility in principle for members of Academy staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
16. Any parent/carers requesting the administration of medication will be given a copy of this policy.
17. Prescribed medication will be accepted and administered in the establishment
 - Non-prescription medication will only be accepted and administered in the following circumstances: when a young person has regular headaches, menstrual pain or toothache or other similar circumstances
18. Written parental consent is required and should be received before any medication is administered.
19. Only reasonable quantities of medication will be accepted (no more than one week's supply). And this will be placed in the Medication boxes in Student Services
20. Each item of medication should be delivered in its original dispensed container and handed directly to the appropriate Pastoral Co-ordinator authorised by the Headteacher
21. Each item of medication should be clearly labelled with the following information:
 - Student's name

- Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
22. The Academy will not accept items of medication which are in unlabelled containers or not in their original container.
23. Unless otherwise indicated, all medication to be administered in the Academy will be kept in Student Services
24. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may not be allowed to carry these.
25. It is the responsibility of parents/carers to notify the Academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
26. The Academy will make every effort to continue the administration of medication to a student whilst on activities away from the premises.
27. A record of any medication administered by staff will be kept in Student Services.

Complaints Procedure

28. A copy of the Complaints Procedure can be found on the Academy web site under Information/Policies and documents

FIRST AID POLICY

Policy Statement

The Ilfracombe Academy recognises that under the Health and Safety (First Aid) Regulations 1981, we need to provide adequate and appropriate equipment, facilities and personnel to ensure that staff, students, parents, visitors and contractors receive immediate attention if they are injured or taken ill at work. We accept that in the event of injury or sudden illness, failure to provide first aid could result in a casualty's death. We will ensure that anyone who is injured or taken ill at work receives immediate attention.

Aims and Objectives

- To provide appropriate equipment, facilities and trained personnel to enable first aid to be given to those that are injured or become ill at this Academy.
- To ensure that there is adequate First Aid cover available during the working day.
- To ensure that staff are trained to the appropriate level of expertise.
- To ensure that sufficient staff are trained to meet the requirements of the Academy
- To display the training record in the First Aid room and maintain a record of training which is reviewed annually.
- To promote health and safety awareness in students and adults, in order to prevent first aid being required.

Provision

- To provide at least 8 trained First Aid staff, in a combination of First Aid at Work (3-day trained FAWs) and Emergency First Aid at Work (1-day trained EFAWs)
- To aim to have EFAW trained staff in high risk areas e.g. Science, PE, CDT
- To provide First Aid cover for all high risk activities that occur off-site
- To provide First Aid boxes in Science, CDT, PE, Reception, Student Services, Art and First Aid Room
- To provide First Aid kits for Off-site visits
- To provide sufficient stocks for department to restock their own boxes or for them to ask the First Aid Coordinator to do it. This should be done as required or annually for little used boxes.
- To provide First Aid cover from appropriately trained personnel during school hours
- All external users informed that they need to provide their own First Aid trained personnel.

Levels of knowledge and skills needed by First-Aiders

- The main duties of a first-aider are to give immediate help to casualties with common injuries or illness and those arising from specific hazards in the establishment, and to call an ambulance or other professional help. They should not give first aid treatment for which they have not been trained. An EFAW, in the absence of a FAW, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. EFAWs need to be designated and their names should appear together with those of the FAWs on first aid notices.
- FAWs and EFAWs persons are indemnified by the Academy's insurance's which apply to all activities carried out by employees on behalf of the Academy

Selection and Training

- Staff, who agree to become first-aiders, do so on a voluntary basis. First-aiders need aptitude, communication skills and the ability to cope with stressful and physically demanding emergency procedures. The Academy includes non-teaching staff, as well as teachers, as first-aiders, as teachers (especially those in hazardous curriculum areas) should not leave their class unattended in an emergency.
- A first-aider, whether trained to a level of FAW or EFAW, must hold a valid certificate of competence. Both the FAW and EFAW certificates are only valid for three years and holders will need to attend refresher training and re-testing of competence up to three months before the expiry date on their certificate. Where this has not been possible the HSE will allow an extension of the certificate for 28 days beyond the expiry date, within which a re-qualification course must be completed. If re-qualification is not completed in this timescale, a first-aider trained to the FAW standard will be required to retake a full FAW course.
- Annual refresher training (3 hours) for first-aiders is strongly recommended by the HSE, but it is not a mandatory requirement. The benefits are that first aid skills are kept up dated and maintained which helps to prevent 'skills decay' over the three year period.
- The Ilfracombe Academy will keep a record of first-aiders and certification dates.

Facilities

- To provide a reasonably equipped First Aid Room, where stocks of consumable First Aid equipment is stored.
- First Aid room supplied with hand washing facilities and drinking water.
- To provide a good supply of First Aid Supplies at Student Services.
- To provide icepacks at Student Services.

Off-Site Visits

- To provide as a minimum EFAW trained staff for high risk off-site visits
- To look to provide where possible EFAW trained staff on visits that last longer than the School day.
- To provide First Aid kits for all off-site visits

Reporting Accidents and Record Keeping

- All accidents where a First-aider gives first aid will be written in a first aid book. These are held in Student Services, the First Aid room and by PE Department.
- Any serious accident that occurred in a lesson a PO3 will be filled in and submitted to the First Aid Coordinator, who will then upload information on to County OSHENS system.
- The First Aid Coordinator will file the PO3 form.
- All students who receive first aid treatment will receive a note for parents informing parents that they have received treatment.
- All students that receive treatment for a head injury will be given the head injury note for parents.
- In the case of any student whose injuries require them to go home or receive hospital attention parents will be contacted either by the First-aider or by a Pastoral Coordinator.
- Any member of staff who has an accident will be required to fill in the accident book. A copy will be placed in their personal file; the original will be filed with the First Aid Coordinator.

Hygiene/Infection Control

- Staff must take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other bodily fluids.
- Gloves are provided in the First Aid room and at Student Services and must be used when dealing with blood or other bodily fluids.
- Gloves and soiled dressing should be placed in the correct disposal bin in the First Aid room.
- All bodily fluids on hard surfaces should be have Titan Sanitizer spread on them and then swept up. The sweepings being safely disposed of.

Supplies

- The Ilfracombe Academy has made an assessment of first-aid needs and has considered the number and location of first-aid boxes. Boxes are marked with the standard symbol of a white cross on a green background. There is a minimum list of contents that are placed in first aid boxes. They include:
 - A leaflet giving general advice on first aid
 - Two sterile eye pads
 - Six safety pins.
 - Four individually wrapped triangular bandages
 - Disposable gloves.
 - Twenty individual wrapped sterile adhesive plasters, assorted sizes.
 - Six medium sterile individually wrapped sterile unmedicated wound dressings.
 - Two large sterile individually wrapped unmedicated wound dressings.

Additional items that may be required include scissors, adhesive tape, individual moist wipes and disposable aprons.

Tablets and medication are not to be kept in first aid boxes. Where mains tap water is not readily available for eye irrigation, a sealed container of sterile water or sterile normal saline (90%) is provided.

Information of Serious Health Issues Procedures for Asthma, Epilepsy, Diabetes and Anaphylaxis

- Staff given annual training by the School Nurse.
- All students with serious medical conditions have a Care plan which is kept in Student Services. This is updated by the Academy with the support of School Health Service as necessary.
- All staff are informed that the plans are in Student Services.
- All students with serious conditions have their picture displayed in Student Services and the Staff room.
- A comprehensive list is updated annually or when new information comes to light and is kept in Student Services, the Staffroom and with First Aid Co-ordinator.

EMERGENCY PROCEDURE FOR ASTHMATIC ATTACKS

All staff should be aware of these emergency procedures

If the student is COUGHING and WHEEZING, the following procedure should be adopted: 1. KEEP CALM and talk in a reassuring manner to the student. 2. SIT (NOT LIE) the student down, get student to loosen any tight clothing. 3. Let the student take their normal reliever (usually blue). If not available use any blue reliever inhaler that is accessible or a school spacer with inhaler. 4. If the condition is worsening, send to Student Services for a First Aider	If the student is TOO WHEEZY or BREATHLESS to complete sentences in one breath, EXHAUSTED or CONFUSED then a First Aider must be summoned IMMEDIATELY FROM Student Services of Reception (which ever is nearer) 1. KEEP CALM and talk in a reassuring manner to the student. 2. SIT (NOT LIE) the student down get student to loosen any tight clothing. 3. Administer any blue reliever inhaler preferably with spacer. 4. Repeat the treatment with the reliever inhaler once every minute for five minutes, by then a First Aider will be with you. Medication can be repeated up to 20 times. Do not worry about over dosing.
Emergency Spacers may be found: Science Labs (2) PE (2) First Aid Room Student Services	USE OF SPACER SHAKE INHALE- ASSEMBLE SPACER – PUT MOUTHPIECE IN MOUTH – ONE PRESS ON INHALER – 3-5 NORMAL BREATHS – AWAY FOR 10 SECONDS AND REPEAT

ADVICE ON EPILEPSY

The parents of any student who suffers from epilepsy must inform the Academy.

- The Academy should have readily available the contact number for home
- Supply teacher should be made aware that there is an epilepsy sufferer in their class. Lists are in the staff room and in Student services
- Students suffering from epilepsy should not be excluded from Academy activities, but additional planning and care will be required in such activities as swimming and working in the science area. They must be closely supervised.
- In gymnastics those suffering from epilepsy should not use high apparatus.

Dealing with a seizure

- Send to Student Services for a First Aider
- Clear a space around the child so that they cannot hurt themselves against furniture etc.
- Cradle their head on the side if on a hard surface whilst fitting.
- Average fits last 30 –60 seconds.
This will seem like a long time. Try to keep calm and reassuring (other children may be frightened by what they see)
- NEVER attempt to put anything in the mouth or attempt to restrain
- If the fit lasts longer than 5 minutes ring for an ambulance.
- Immediately after a fit – put the student in the recovery position.
- Remove the student to a quiet comfortable place if possible
- The student will appear sleepy – reassure the student
- Inform the parents as soon as possible
- Do not give food or drinks

ADVICE ON HYPOGLYCAEMIA – Low Blood Sugar

The Ilfracombe Academy follows the recommendations given by the North Devon District Hospital in connection with DIABETIC HYPOGLYCAEMIA (Low Blood Sugar). They recommend that LUCOZADE be given in the first instance.

Small bottles of LUCOZADE are kept in: -

Boys and Girls Physical Education Offices
Pavilion at Killacleave
Student Services
First Aid Room

Students suffering from this condition may also be carrying their own supply.

The most common symptoms of “HYPOS” are:

FEELING SHAKY/PALLOR
DIZZINESS/DROWSINESS
SWEATING
BLURRED VISION/GLAZED EYES
SLOW SPEECH/LACK OF CONCENTRATION
AGGRESSIVE BEHAVIOUR/IRRITABLE
“NOT MAKING SENSE” WHEN SPOKEN TO

- **Send to Student Services for a First Aider**

A third of a cup of Lucozade should be given initially; this may be repeated once. If the student does not begin to recover within 5 –10 minutes an ambulance should be called. After recovery, biscuits or a milky drink is advised. If Hypo-stop is available then use this on the gums.

Open Lucozade bottles can be re-used. The date of opening should be written on the bottle, which can then be kept until expiry date.

All out of date bottles should be replaced immediately – see First Aid Co-ordinator
Emergency Boxes should be kept in Student Services within easy reach.

ANAPHYLAXIS

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. The most common cause is food – in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition is life-threatening, but it can be treated with medication. This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

- If you suspect an allergic reaction sent for a First Aider/and ambulance if thought necessary

Symptoms

Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:

- A metallic taste or itching in the mouth
- Swelling of the face, throat, tongue and lips
- Difficulty in swallowing
- Flushed complexion
- Abdominal cramps
- A rise in heart rate
- Collapse or unconsciousness
- Wheezing or difficulty breathing

Parents must inform the Academy if their child suffers from this condition.

An Individual Health Care Plan is drawn up as each person's symptoms can be different.

Staff are required to be trained annually to administer medicine – epi-pen

The Academy will call an ambulance immediately if there is any doubt about the severity of the reaction or if the student does not respond to medication.

Appendix A

PARENTAL AGREEMENT TO ADMINISTER PRESCRIPTION MEDICINE

The Ilfracombe Academy

Notes to Parent / Guardians

Note 1: This academy will only give your student medicine after you have completed and signed this form.

Note 2: All medicines must be in the original container as dispensed by the pharmacy, with the student's name, its contents, the dosage and the prescribing doctor's name

Note 3: The information is requested, in confidence, to ensure that the Academy is fully aware of the medical needs of your student.

Prescribed Medication

Date	
Student's name	
Date of birth	
Group/class/form	
Reason for medication	

Name / type of medicine (as described on the container)	
Expiry date of medication	
How much to give (i.e. dose to be given)	
Time(s) for medication to be given	
Special precautions /other instructions (e.g. to be taken with/before/after food)	
Are there any side effects that the academy needs to know about?	

Procedures to take in an emergency	
I understand that I must deliver the medicine personally to my child's Pastoral Co-ordinator	
Number of tablets/quantity to be given	
Time limit – please specify how long your student needs to be taking the medication	_____ day/s _____ week/s
I give permission for my son/daughter to carry their own asthma inhalers	Yes / No / Not applicable
I give permission for my son/daughter to carry their own asthma inhaler and manage its use	Yes / No / Not applicable
I give permission for my teenage son/daughter to carry their adrenaline auto injector for anaphylaxis (epi pen)	Yes / No / Not applicable
I give permission for my teenage son/daughter to carry their own kit to be able to manage their diabetes	Yes / No / Not applicable
I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the Academy and medical staff	Yes / No / Not applicable

Details of Person Completing the Form:

Name of parent/guardian	
Relationship to student	
Daytime telephone number	
Alternative contact details in the event of an emergency	
Name and phone number of GP	
Agreed review date to be initiated by [named member of staff]	

I confirm that the medicine detailed overleaf has been prescribed by a doctor, and that I give my permission for the Headteacher (or her nominee) to administer the medicine to my son/daughter during the time he/she is at The Ilfracombe Academy

I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature _____ Date _____
(Parent/Carer/person with parental responsibility)

Appendix B

Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix C

Record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix D

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students 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 the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child'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 children will require one. We will need to make judgements about how your child's medical condition impacts on 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 child'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 involve [the following people]. 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 another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

POLICY HISTORY

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
Oct 2014	New policy obtained. First Aid policy and DfE form added as Appendices	S Marshall	Autumn 2014	Sept 2015
March 16	Policy revamped using DCC Model Policy	M Holman		
February 18	Minor adjustments	M Holman	February 2018	February 2020
July 18	Addition of section of holding and use of Asthma inhalers	M Holman	July 2018	February 2020
February 2020	Paula Middlecote amended	P Middlecote	February 2020	February 2021

