



Supporting Pupils with Medical Conditions Policy

Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on **2 July 2026**.

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Rationale

The School values the abilities and achievements of all its pupils and is committed to providing for each pupil the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be a reality for our children.

We make this a reality through the attention we pay to the different groups of children within our School. This policy has been developed in line with Government Guidance¹ and with reference to the Special Educational Needs and Disability (SEND) Code of Practice².

This policy is to be read in conjunction with related school policies (all available on the school website):

- Asthma Policy
- Allergies and Anaphylaxis Policy
- SEND Information Report and SEND Policy
- Child Protection Policy
- Equality Scheme
- Drugs Policy
- Behaviour Policy
- Anti-Bullying Policy.

Principles

The school has a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974³ makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (short or long term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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 loco parentis' and must ensure the safety of all pupils in their care. To this end, the School reserves the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

Our Aims

- To support pupils with medical conditions so that they have full access to education, including physical education, enrichment and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary

¹ [Supporting pupils at school with medical conditions](#) (DfE, 2017; draft 2026 update)

² [SEND Code of Practice](#) (DfE, 2015)

³ [Health and Safety at Work Act](#) (1974)

- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

This policy defines the ways in which the school supports the needs of pupils with medical conditions (short or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Pupils' medical needs may be broadly summarised as being of two types:

- **Short-term:** affecting their participation in school activities when they are on a course of medication.
- **Long-term:** potentially limiting their access to education and requiring extra care and support.

How can parents contact the medical team?

The named senior person responsible for implementing this policy is the Deputy Headteacher, **Mr A Jackson** (ajackson@ermysteds.uk). The Medical Lead is **Ms J Forman** (medical@ermysteds.uk). The link governor for SEND is **Dr S Humphrey**.

How will children with medical conditions be identified?

For children requiring an **Individual Healthcare Plan (IHCP)**, the parent and/or healthcare professional should inform the school that the child has been newly diagnosed, or is due to attend a new school, or is due to return to school after a long-term absence, or that the child's needs have changed. The school will then play a full role in the co-development of the IHCP.

For other children with medical conditions, the prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

The school maintains an up-to-date register of pupils with medical conditions, including those with IHCPs, and this is reviewed termly or whenever new information is received by the school.

The school maintains a separate **Allergies and Anaphylaxis Policy**, published on the website, which sets out arrangements for identifying individuals with allergies, minimising exposure to allergens, managing food provision, staff training, and access to emergency medication including 'spare' adrenaline devices.

Key roles and responsibilities

The **Governing Body** is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at the School
- 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.
- Keeping written records of any and all medicines administered to individual pupils and across the school population.⁴
- Ensuring that relevant external training is provided and delivered to staff members who take on responsibility to support children with medical conditions.⁵

⁴ Appendices 3 and 4

⁵ Appendix 5

- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.

The **Headteacher** is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of the School.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

The **Medical Lead** and other staff members are responsible for:

- Taking appropriate steps to support children 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.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 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/children's health.
- Completing a parental agreement for school to administer medicine form⁶ before bringing medication into school.
- 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/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an **Individual Healthcare Plan**^{7 8} (IHCP) for their child in collaboration with school staff and healthcare professionals.
- Where necessary, completing a return to school following injury risk assessment⁹ in collaboration with other staff members.

⁶ Appendix 2

⁷ Appendix 1

⁸ Appendix 7

⁹ Appendix 10

What training of staff supporting children with medical conditions undertake?

- Training needs of staff will be informed by the medical needs of the pupils in the school. External healthcare specialists will be used prior to a pupil joining/re-joining the school, or as soon as practicable on being informed of a change of need, to ensure that the pupil is safe at the school from the earliest point.
- All teachers, including supply staff, and support staff will receive appropriate awareness training on as part of their induction. This will be updated annually or as advised by healthcare professionals.
- Teachers and support staff will receive regular and ongoing training as part of their development through the annual CPD programme for staff.
- 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 – separate rules surround the administering of emergency medication see the **Allergies and Anaphylaxis** and the **Asthma** policies for details.
- The school will keep a record of training undertaken¹⁰ and a list of teachers qualified to undertake responsibilities under this policy.
- Training needs will be reviewed annually by the Medical Lead.
- **First Aid at Work** qualified staff
 - Mr A Allen
 - Mr A Jackson
 - Mr A Sobala
 - Mr C Baker
 - Mr C Needham
 - Mr C Stubbings
 - Mr K White
 - Mr M Evans
 - Mr R Burns
 - Mr S King
 - Mr S Speak
 - Mr S Stewart
 - Ms B Guest
 - Ms C Carter
 - Ms J Forman
 - Ms L Reynoldson
 - Ms P Collins
 - Ms P Hofman
 - Ms S Lagrange
 - Ms V Villalobos

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Medicines will be kept securely in **Pupil Services**. Pupils who require an EpiPen and or inhaler will keep one on their person. Emergency medication will be stored in a readily accessible grab bags outside the School Office, in the Sports Hall, and in the Refectory (See Allergies and Anaphylaxis and the Asthma policies for details).
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

¹⁰ Appendix 3

- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.

How are Individual Healthcare Plans (IHCPs) developed?

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, the Deputy Headteacher, the Medical Lead, the Special Educational Needs Coordinator (SENDCo), and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with parents and other professionals to ensure that the IHCP identifies the support the child needs to reintegrate.

How does the school store and administer medicines?

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil 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** (see appendix) 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.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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. It is the parents' responsibility to provide in date medication to the school. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our **Drug and Alcohol Policy**.
- Medications will be stored in the **Medical Room**. A locked fridge is available if required.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children (see appendix).
- Pupils will never be prevented from accessing their medication.

The School cannot be held responsible for side effects that occur when medication is taken correctly.

Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a pupil's medical condition in which a pupil, member of staff or visitor is harmed or placed at significant and immediate risk of harm, including situations requiring emergency medication, urgent medical intervention or attendance by emergency services.

A "**near miss**" is an event relating to a medical condition that did not result in harm but had the clear potential to do so.

Record-keeping

The School will ensure that any serious incident or near miss is **recorded as soon as practicable**. The record will include:

- Who was involved
- What happened, when and where
- The known or suspected cause
- Actions taken, including emergency response
- Whether emergency services were contacted
- The outcome for the individual

Records will be retained in line with the School's data protection and safeguarding policies (see website).

Follow-up actions

Following a serious incident or near miss:

- Parents/carers will be **informed as soon as possible**
- A written record will be **shared with parents/carers**, where appropriate
- The incident will be reported to the **Headteacher** and **the designated governor for medical conditions**
- External reporting requirements (e.g. to the Health and Safety Executive or Local Authority) will be followed where applicable

All serious incidents and near misses will be **reviewed promptly** to identify lessons learned. This review will consider:

- Whether the incident could reasonably have been anticipated
- Whether the School's policy and procedures were followed
- Whether existing arrangements (including the Individual Healthcare Plan) were adequate
- Whether additional reasonable adjustments or safeguards are required
- Whether further staff training is necessary

Where appropriate:

- The pupil's **Individual Healthcare Plan (IHCP)** will be reviewed and updated
- Relevant staff will be briefed on any updates or changes
- The School will take steps to reduce the likelihood of recurrence

The governing body will receive summary information about serious incidents and near misses and will use this to inform **policy review and risk management**.

Aftercare

The School recognises that serious incidents and near misses can have a significant emotional impact. Following such an event:

- The pupil and their family will be supported and reassured
- Staff involved will be offered appropriate support and an opportunity to reflect
- Consideration will be given to the wellbeing of other pupils who may have witnessed the incident

Support will be provided in a way that respects the privacy and dignity of those involved.

What are the medical emergency procedures?

In a medical emergency, a number of staff have been appropriately trained to administer Emergency First Aid. See **Allergies and Anaphylaxis** and the **Asthma** policies for additional details (both available on the school website).

If possible, the School's First Aiders (see list above) will be asked to attend and emergency medication, if relevant, will be retrieved by the Office Staff from the medical room or nearest emergency storage point.

If an ambulance needs to be called, staff in the School Office will do so and:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Health Care Plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

How will the school support my child's learning if attendance is affected by their medical needs?

Occasionally, pupils experience health or other difficulties that prevent them from attending school for some time. The School will deal with each case individually, meeting with the pupil and their family to support them pastorally and academically during the absence and agreeing procedures for the pupil's eventual return to school, including support in catching up of essential learning.

What support will there be for ensuring my child's wellbeing?

The School recognises that pupils with medical conditions may experience challenges that affect their emotional wellbeing, mental health, confidence and social relationships, as well as their ability to engage fully in school life. These challenges may arise from the condition itself, its treatment, absence from school, or concerns about being perceived as different.

The School is committed to ensuring that all pupils with medical conditions feel safe, supported, valued and fully included.

The School will support pupils through its pastoral systems, including Form Tutors, Heads of Year and the SENDCo, and will provide access to additional support such as on-site counselling where appropriate. Staff will take account of how medical conditions may affect a pupil's confidence, participation and relationships, and will respond with sensitivity, particularly following a new diagnosis or change in circumstances.

We aim to promote a culture of understanding and respect, where medical conditions are managed without stigma. Pupils' dignity and confidentiality will be maintained, and any concerns about bullying or discrimination will be addressed promptly in line with the School's Behaviour and Anti-Bullying policies (see school website for details).

Pupils with medical conditions will be supported to participate as fully as possible in lessons, enrichment activities, trips and wider school life. Where necessary, the School will make appropriate reasonable adjustments and respond flexibly to the fact that some medical conditions may fluctuate or be less visible.

The School recognises that medical conditions may impact attendance. Where this occurs, a supportive and flexible approach will be taken. Arrangements will be made, where needed, to support continuity of learning, including the provision of work, catch-up support and appropriate reintegration following absence, so that pupils are not disadvantaged.

Following a serious incident or medical emergency, the School will provide reassurance and support to the pupil and their family and will consider the impact on other pupils and staff. Additional support will be put in place where required to promote recovery, rebuild confidence and ensure that arrangements remain safe and effective.

How will my child be included in activities outside the classroom?

Pupils become involved in the life of Ermysted's in a wide range of different ways. There is an extensive extracurricular programme including sports, music, performance, art, mentoring opportunities, and exchanges, trips and visits.

At Ermysted's, inclusion is of the utmost importance, and we are committed to making reasonable adjustments in line with the Equality Act 2010 to ensure our pupils' full participation. We offer a wide and diverse range of extracurricular activities, and all pupils are encouraged to become involved. When appropriate, pupils will be supported in doing so. All pupils have equal access to school trips, regardless of ability or need. However, our trips can often be oversubscribed. In this instance, our school selection policy is used to ensure fair access and equal opportunities for all. If parental input is required to ensure the wellbeing and safety of your child, this should be discussed with the trip leader in advance of the trip. The School utilises the North Yorkshire EVOLVE risk assessment process.

The school will make every effort to ensure that pupils with medical needs can participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion. The group leader will take additional measures as necessary, such as rest breaks, adjustments to the schedule, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents must ensure that the group leader has full information on medical needs and any relevant emergency procedures.

Liability and Indemnity

The School is a member of the Department for Education's Risk Protection Arrangement (RPA) which provides full liability and indemnity cover. Membership Number: **121716**

How can parents raise a concern about their child's medical support?

Concerns about medical support should be raised with:

- The Medical Lead or Deputy Headteacher
- The Head or Assistant Head of Year
- Another member of the Senior Leadership Team

If unresolved, parents may follow the school's **Complaints Procedure**, which is published on the school website or available on request from the school office.

Monitoring and Review

This policy will be reviewed annually and updated on a regular basis in light of any changes to government legislation. Incidents will be recorded and regularly reported to governors to monitor. Following any serious incident or near miss, governors will contribute to the review as part of their oversight responsibilities.

A copy of this policy will be placed on the school website and available on request.

Who can parents contact for further information?

Members of staff you may wish to contact (all emails are in the format jsmith@ermysteds.uk)

- Your child's **Form Tutor**
- **Ms P Hofman** SENDCo.
- **Ms R Jackson (Ms P Hofman 1 day)** Head of Year 7
- **Ms S Evans** Head of Year 8
- **Mr M Halladay** Head of Year 9
- **Mr B Weaving** Head of Year 10
- **Mr A Allen** Head of Year 11
- **Ms A-M Herring** Head of Year 12
- **Mr T Hodgson** Head of Year 13
- **Mr S Speak** Assistant Headteacher with responsibility for assessment.
- **Mr G Barrett** Assistant Headteacher with responsibility for careers
- **Mr A Jackson** Deputy Headteacher - pupil welfare (DSL)
- **Mr M Evans** Headteacher

Please feel free to contact us via your child, a letter, a telephone call or by email.

Appendix 1: Individual healthcare plan (IHCP)

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

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

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2: Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s):

Date:

Appendix 3: Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
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			

Appendix 5: 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 [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer’s signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Appendix 6: 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.

1. Your telephone number
2. Your name
3. Your location is as follows

Ermysted's Grammar School,
Gargrave Road,
Skipton,
North Yorkshire,
BD23 1PL.

What3words location: `acrobats.pits.intention`

4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the telephone

Dear Parents and Carers,

Developing an Individual Healthcare Plan (IHCP) for your child

I write to request that if you have not yet informed the school of your child's medical condition, or if there has been a recent update that you do so at your earliest opportunity. Our policy for supporting pupils at school with medical conditions is available to view on the school website.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans (IHCP) are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. A key element of the IHCP would be to outline what specific medicine (such as asthma inhalers or EpiPens) the child requires and where on the school site the medication would be stored.

The aim is to ensure that we know how to support your child's medical need 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.

Please note, the **IHCP** is not to be confused with an **EHCP** (Education Health Care Plan) which outlines a child's special educational needs (SEN). If you wish to discuss an EHCP, or any other SEND-related matter, please email sendco@ermysteds.uk.

Please let me know if you would like to discuss your child's IHCP, if you need to provide updated details on their medical need or if you want to confirm what medication we have stored in our First Aid room for your child. This meeting could involve other medical practitioners, healthcare professionals or specialists. I would be happy for you to contact me by email at medical@ermysteds.uk or to speak by telephone if this would be helpful.

Yours sincerely,

Appendix 8: Individual Epilepsy Plan

School/setting:

Childs Name:

Date of Birth:

Emergency Contact:

Name:

Relationship with child:

Phone Number:

ARE THERE ANY TRIGGERS OR WARNING PRIOR TO SEIZURE?

DESCRIPTION OF USUAL SEIZURES:

Frequency of seizures (specify)

USUAL CARE DURING A SEIZURE

- Observe time at start of seizure
- Stay withand reassure them
- Summon help
- Protect head from injury
- Maintain privacy and dignity
- Other care

Emergency Care/Medication:

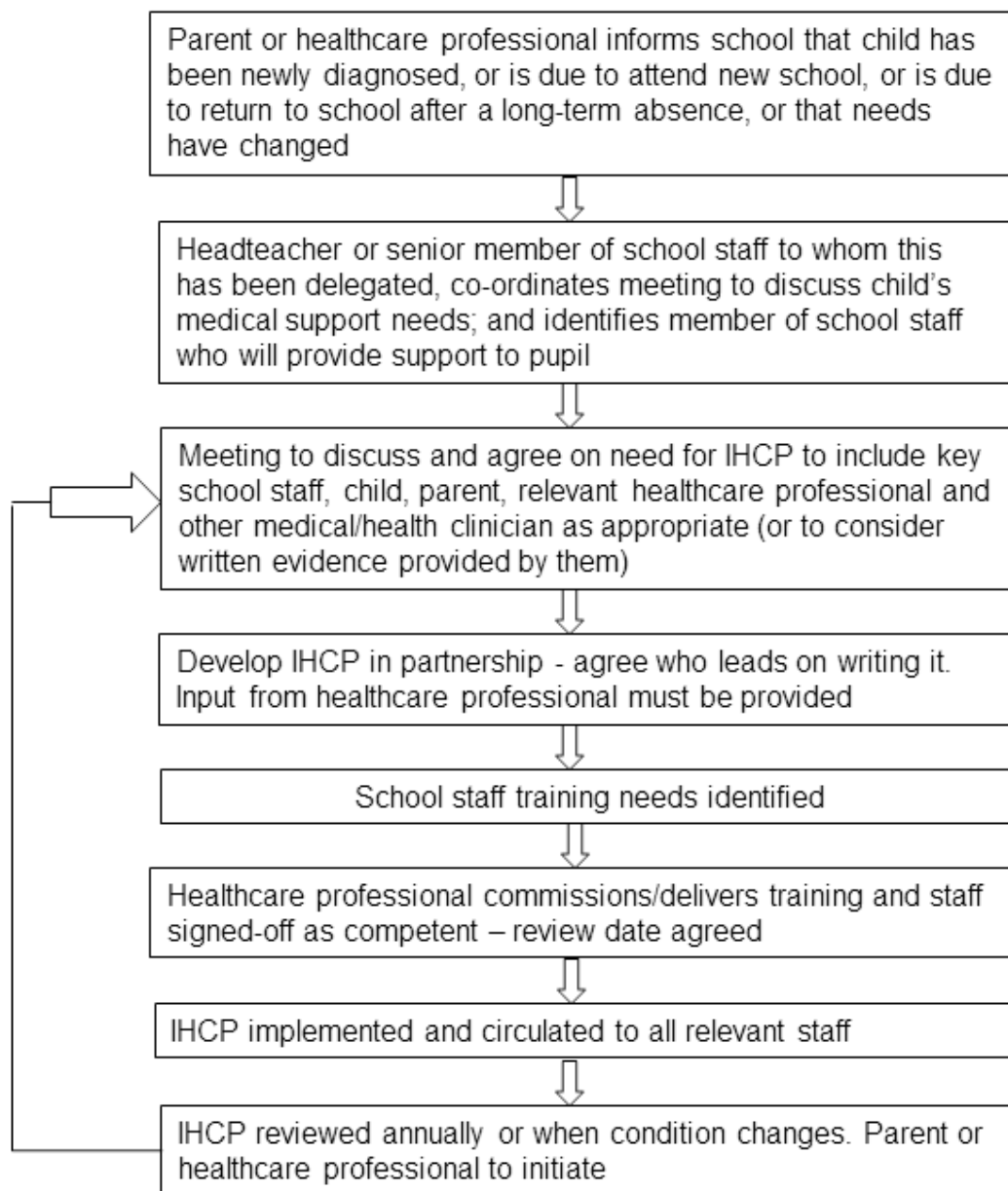
(Please write name of medication and individual action i.e. when to give, when to repeat dose).

The emergency procedure may be repeated, if necessary, 4 hours after first initiated and twice in any 24-hour period.

POST SEIZURE Usual behaviour (e.g. disorientated/vomiting/sleepy/aggressive).

PLACE IN RECOVERY POSITION IF SLEEPY

Appendix 9: Model process for developing individual healthcare plans





Return to School Pupil Risk Assessment

Pupil Name: Click or tap here to enter text.	Form: Click or tap here to enter text.
Date returned to school: Click or tap here to enter text.	Date of meeting: Click or tap here to enter text.
Outline of injury: Click or tap here to enter text.	
Advice by doctor/medical professional (if applicable): Click or tap here to enter text.	
Action by School identified (include timescale): Click or tap here to enter text.	
Actions agreed by: Click or tap here to enter text. Parent contacted to agree: Meeting: Yes/No Email: Yes/No Phone call: Yes/No Click or tap here to enter text.	
Date to be reviewed: Click or tap here to enter text.	
Teaching staff informed: Click or tap here to enter text.	
Document uploaded to SIMS: Click or tap here to enter text.	