

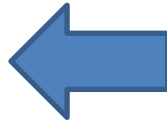


ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL
"Realising the potential of every child within a caring, Christian community"

Supporting Pupils with Medical Conditions

Refer to: *Supporting pupils at school with medical conditions*
DfE April 2014

School Office records all details of children with medical conditions from admissions forms and from annual data check onto Integris



Healthcare professional or parent informs school of medical needs on admission, or if newly diagnosed, or that needs have changed.



Collated information passed to SENCo to include within SEN files/register and for circulation to all staff at the start of the academic year



SENCo/School Office identify those children needing an Individual Healthcare Plan (IHCP) with a high level of medical need e.g. diabetes, severe allergic reaction (epi-pen users), epilepsy...etc.



School staff training needs identified and actioned through SENCo, School Office and School Nurse (Provide)



Children's photographs and details of medical need posted in class registers and on display in staffroom, School Office

SENCo/School Office co-ordinate IHCP through partnership meeting with parents, child, healthcare professionals, key staff as appropriate. Agreement reached as to what support is needed, and who leads on writing the IHCP (guidance p.10 DfE document)

List of key staff posted by School Office/SENCo in staffroom – 'Health and Safety Local Arrangements Notice'



Risk assessments for school visits and activities off site (Made through EVOLVE) include relevant medical information. All consent forms include a request for medical information

IHCP implemented and circulated to all relevant staff – Headteacher, SENCo, School Office, classteacher, TA

Administering non-prescribed medicines: written permission must be provided by parents/carers and filed in School Office; if a child is unwell, parental permission must be sought before administering pain relief. Record kept of all medicines administered by School Office. Parent/carers must collect all unused medicines for disposal.



IHCP reviewed annually or when condition changes. In summer term reminder sent home to parents to make sure spare medicines (inhalers/epi-pens) kept in school are in date (School Office)