



Enabling Excellence for Exceptional Futures

Policy name:	First Aid and Medical Needs Policy
Policy group:	Safeguarding Health and Safety SEND
Policy status:	
Linked REAch2 policy(ies)	
Policy owner:	Gemma Jackson- Head Teacher
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Dealing with Injuries

Overview for First Aid provision

Objectives

Green Park Village Primary Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims:

- To administer first aid to pupil when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a FAW, and paediatric First Aid Certificate.
- To refresh the training on a regular basis.

Implementation

The vast majority of academy-based injuries, such as grazes, require minimal treatment and can be dealt with by most members of staff acting in a sensitive and caring manner. However, staff are not expected to deal with first aid issues if they do not feel confident or competent to do so.

The academy has trained paediatric first aiders in the Early Years Foundation Stage and across the academy. The Administrator has completed the First Aid at Work training. All staff will have Emergency First Aid at Work training, which includes training on when and how to use an epi-pen and asthma inhalers. Additional training is given if children with diagnosed medical conditions are admitted and a care plan is formulated and agreed between medical professionals, parents/ carers and the academy.

A list of first aiders are displayed in all classrooms, offices and the staffroom.

Gemma Jackson, Head Teacher, is the person responsible for the First Aid provision.

Monitoring of First Aid Provision, Resources and Incidents

Resources

All first aid boxes/bags are checked weekly by the Administrator and contents replenished. All staff using the first aid boxes/ bags are requested to advise the Administrator if they observe that any contents are depleted in-between the weekly checks by bringing the first aid box/bag to the office for immediate replenishment. A contents list is in the first-aid box/bag.

Provision and incidents

First Aid administered is reviewed weekly (school records are examined by child and by type of incident) as an extension to the vulnerable pupils' meeting. Any unusual patterns (frequency of first aid, type of minor injury) will be recorded (on CPOMS) and monitored as part of the monitoring of vulnerable pupils. Types of minor injury in certain areas or from certain activity in the school will be monitored. A health and safety inspection of the site or risk assessment of site or activity may be reviewed in response in order to minimise risk of repeat harm to children.

Location & Storage of First Aid Equipment

First aid equipment is stored in the medical room, situated off the ground floor corridor and in the sick bay (school office). Stock is regularly checked and ordered by the Administrator.

Each classroom has their own first-aid essential supplies box containing those items which are frequently used (e.g. plasters, wipes).

Administration of first aid forms are located with the first aid boxes/ bags.

Minimal injuries

All first aid administered is recorded in a log, either in the classroom (if first aid is administered by the Class Teacher or Learning Support Assistant) or held at the main office (if first aid is administered by the office staff). When

logging the injury, it is important to log what first aid was administered. The School Business Manager monitors the records at least once a term.

Parents of all pupils who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid.

Head Injuries

Ice packs are available from the freezer in the staffroom (first floor) or in the medical room (ground floor). A number of instant ice packs are available to take on trips. These are kept in the medical room. All head injuries, even minor bumps are recorded in the first aid log. The child will be given a slip to communicate to parents/carers that their child has suffered a head injury. Where staff have concerns about a head injury, parents/ carers will be called. Again, all injuries will be logged in first aid book.

Reporting of RIDDOR injuries

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Green Park Village Primary Academy is required to keep records and report certain incidents to the Health and Safety Executive (HSE) within 10 days of the incident.

Under the regulations, the academy must report:

- Deaths;
- Specified injuries (see below);
- Over 7 day injuries;
- An accident causing injury and taken from the scene to hospital;
- A specified dangerous occurrence, where something could have resulted in an injury;
- Specified occupational diseases.

The list of 'specified injuries' in RIDDOR 2013 are (regulation 4):

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Blood Injuries

All staff are aware of the necessity of wearing gloves when dealing with blood. Disposable vinyl gloves are available in the first aid room, along with first aid kits to take out on trips. Injuries which result in blood loss are always covered to avoid infection. There is a disposable yellow bin bag in the first aid room to contain items which have been contaminated by blood.

Asthma

All staff are aware of pupils that have asthma and staff should know where a child's inhaler is at all times. A child should be able to say when they need to take their inhaler. Staff should ensure that a pupil has an inhaler with them whenever they leave the academy i.e. on field trips. Academy inhalers are kept in individual boxes in each classroom, which can then be taken around the academy as needed by each individual pupil. The Administrator is responsible for requesting new inhalers if due to run out/ expire.

Break-time, lunch-time and lesson time

At break and lunch times, all support staff on duty will carry an emergency first-aid kit to deal with minor injuries. During lessons, each classroom will have a first-aid kit to access. However, where children require further treatment, children should be sent to the office with a buddy (if needed) where a member of the admin team will deal with the child and record their illness/injury.

Emergency Procedures

Each classroom has a red card to summon assistance in an emergency.

First Aid kits are carried on all trips outside academy, including swimming lessons. This is recorded on all risk assessments.

If an ambulance is required, another member of staff will dial 999 to allow a first aider to remain with the casualty. A copy of the casualty's medical details will be taken from academy files, copied and handed to paramedics when they arrive, to accompany the casualty to hospital. Parents will be called. If the casualty is taken to hospital before parents/ carers can be with the casualty a member of staff will accompany the casualty to hospital. Once the casualty has been assessed by paramedics and either taken to hospital, taken home or deemed fit to stay, the relevant forms (RIDDOR or IDOR) will be completed, photocopy taken and the original will be sent to H&S Team.

Sending Children Home

A member of the Senior Leadership Team must be consulted before contacting parents. Children will not be allowed to walk home alone. If the member of SLT feels that the child should attend hospital then either an ambulance will be called or the child's parents will be asked to collect the child, depending on the severity of the accident.

Training

Qualified professionals are employed to provide training to staff, such as recommended First Aid trainers or the academy nurse. All staff are encouraged to participate in the training but are not obligated to administer medication. A record of staff training is held in the academy office. There is at least one member of staff qualified in Paediatric First Aid in the school.

Medicine and Supporting Pupils at Academy with Medical Conditions

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the Academy with medical conditions. Pupils with special medical needs have the same right of admission to academy as other children and cannot be refused admission or excluded from academy on medical grounds alone. However, teachers and other academy staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the academy site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the academy with information.

Implementation

All schools and academies are expected by DfE to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to the Head Teacher, who will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site.

The School Business Manager will be responsible for briefing supply teachers, risk assessments for academy visits and other academy activities outside of the normal timetable and for the monitoring of individual healthcare plans.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

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

- Short-term affecting their participation in academy activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

The Role of Staff at Green Park Village Primary Academy

Some children with medical conditions may have a disability. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs 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 guidance should be read in conjunction with the SEN Code of Practice and the academy's SEN information report.

If a child is deemed to have a long-term medical condition, the academy will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at academy as any other child. The academy, health professionals, Parents/Carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at academy in combination with alternative provision arranged by e.g. the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into academy after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At Green Park Village Primary Academy, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the local school nurse, who we have access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Procedures to be followed when Notification is received that a Pupil has a Medical Condition

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at Green Park Village Primary Academy, arrangements will be in place in time for the start of the relevant academy term. In other cases, such as a new diagnosis or children moving to the academy mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, the academy will take into account that many of the medical conditions that require support at academy will affect quality of life and may be life threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their academy life. The academy will ensure that arrangements give Parents/Carers and pupils confidence in the academy's ability to provide effective support for medical conditions in academy. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need.

The academy will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in academy trips and visits, or in sporting activities, and not prevent them from doing so. The academy will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. The academy will make sure that no child with a medical condition is denied admission or prevented from attending the academy because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We

will therefore not accept a child in academy at times where it would be detrimental to the health of that child or others.

The academy does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the Head Teacher. Following the discussions an Individual Health Care Plan will be put in place.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff will stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

Individual Health Care Plans

Individual Healthcare Plans will be written and reviewed by the Head Teacher but it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at academy.

Individual Healthcare Plans will help to ensure that the Academy effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The academy, health care professional and Parents/Carers should agree, based on evidence, when a Healthcare Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Head Teacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in [Appendix A](#).

Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN, but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan. [Appendix B](#) shows a template for the Individual Healthcare Plan and the information needed to be included. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the Parent/Carer, by a member of academy staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Lead Professional (usually the Head Teacher) with support from Parents/Carers, SENCo, and a relevant healthcare professional, e.g. academy, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the academy.

The academy will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the academy assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has a SEN identified in a statement or EHC plan, the Individual Healthcare Plan should be linked to or become part of that statement or EHC plan.

[Appendix B](#) shows a template for the Individual Healthcare Plan but it is a necessity that each one includes;

- the medical condition, its triggers, signs, symptoms and treatments;

- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the academy needs to be aware of the child's condition and the support required;
- arrangements for written permission from Parents/Carers and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during academy hours;
- separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the academy's responsibility to write or review.

The Child's Role in managing their own Medical Needs

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the academy will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored safely in classrooms to ensure that the safeguarding of other children is not compromised. The academy also recognises that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Healthcare Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

Managing Medicines on the Academy Site

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the academy when it would be detrimental to a child's health or academy attendance not to do so.
- Medication will only be given to a child when written permission is given by a Parent/Carer.
- We will not administer non-prescription medicines to a child (e.g. Calpol, hay fever tablets) unless they are prescribed by a doctor. If a Parent/Carer wishes a child to have the non-prescription medicine administered during the school day, they will need to come to the academy to administer it to their child.
- Prescribed medicines with doses of up to three times a day can be given at home. If a fourth dose is required, Academy staff may administer this, subject to the following conditions.
- The academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

- All medicines will be stored safely in the office (unless it is something that requires refrigeration). Children should know where their medicines are at all times and be able to access them immediately.
- Where relevant, they should know who holds the key to the storage facility, which will be the Class Teacher, member of support staff or the School Business Manager.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that there is an inhaler in the academy at all times. These medicines will be carried by the child to out-of-classroom activities such as PE lessons.
- During academy trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required. It is likely that a child with a medical need would be placed in a group with a first aider or member of staff in charge of first aid, unless groups were staying together and a first aider was available or present.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The Academy will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the Academy should be noted. [Appendix C](#) and [Appendix D](#) outline these procedures. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Unacceptable Practice

Although academy staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their 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/Carers; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require Parents/Carers, or otherwise make them feel obliged, to attend the academy to administer medication or provide medical support to their child, including with toileting issues. No Parent/Carer should have to give up working because the academy is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. by requiring Parents/Carers to accompany the child.

Insurance

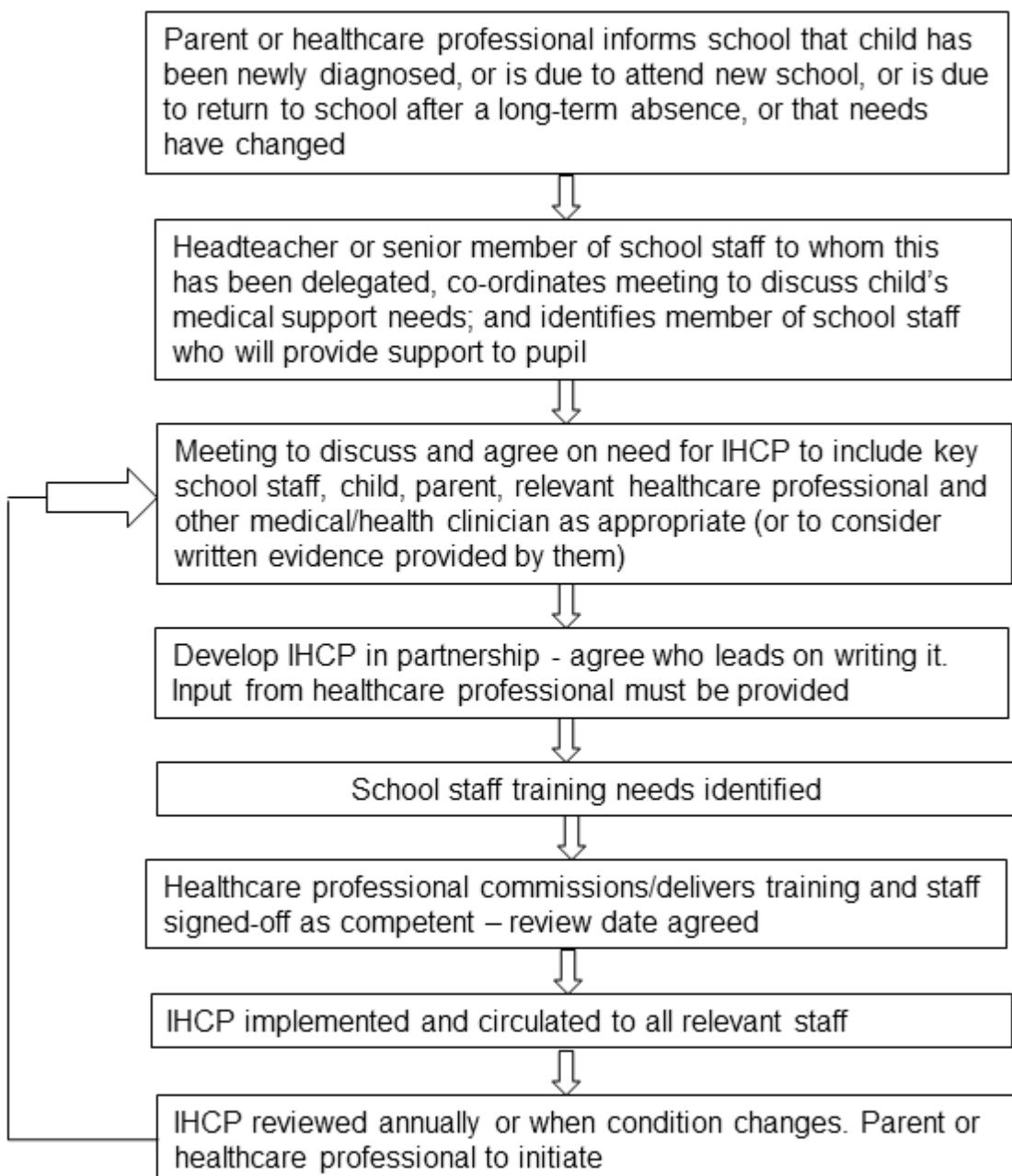
Governors ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. The insurance policy provides liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required is ascertained directly from

the insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with. Information on our insurance policy is available through the academy's School Business Manager.

Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the Academy's Complaints Policy.

Appendix A



Appendix B

Green Park Village Primary Academy - Individual Healthcare Plan

Name of academy/setting	Green Park Village Primary Academy
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 the academy

--

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, contraindications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for academy 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 – Green Park Village Primary Academy – Parental Agreement for Setting to Administer Medicines

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

Date for review to be initiated by

Name of academy/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
academy/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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy/setting staff administering medicine in accordance with the academy/setting policy. I will inform the academy/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 D

Green Park Village Primary Academy Record of Medicine Administered to an Individual Child

Name of academy/setting	Green Park Village Primary Academy
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		
Parent signature		

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

Record of medicine administered to an individual child (Continued)

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

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

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

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

Appendix E

Green Park Village Primary Academy
Record of Medicine Administered to all Children

Name of academy/setting

Green Park Village Primary Academy

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

Appendix F

Green Park Village Primary Academy Staff Training Record – Administration of Medicines

Name of academy/setting

Green Park Village Primary Academy

Name

[Redacted]

Type of training received

[Redacted]

Date of training completed

[Redacted]

Training provided by

[Redacted]

Profession and title

[Redacted]

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 G

Green Park Village Primary Academy 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 as follows [insert academy/setting address]
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 academy 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 phone

Appendix H

Green Park Village Primary Academy Model Letter to Parents to contribution to Individual Health Care 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 academy's policy for supporting pupils at academy with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the academy, parents, pupils, 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 academy 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 pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Head Teacher