



THE CENTRE SCHOOL LOCAL GOVERNANCE COMMITTEE (LGC)

Tuesday 8 March 2022

To be held at 6.00pm

At The Centre School

Membership:

Pri Pinnaduwa (Chair); Sue Raven (Principal); Martin Gerrard-Croxon; Judith Davies; Alison Jones; Kate Lees; Stuart Taylor, Richard Watson.

In attendance:

Clerk: Melanie Basson

Minute Reference	Summary of action required	Responsible	Status
18.01.22	Challenge Partner visit 10-12 January 2022 to be shared with the LGC	Principal	Complete
18.01.22	TCS 'Vision for the future' document, to be circulated to the LGC	Principal	Complete
18.01.22	TCS newsletter to be shared with LGC members	Principal/Clerk	Complete
18.01.22	School visit guidance to be shared with LGC members	Clerk	Complete

Agenda

Item	Timings	Subject	Format
1	2 mins	Introductions and apologies <ul style="list-style-type: none"> Appointment AJ 	Oral item - Chair
2	2 mins	Minutes, action tracker and matters arising Minutes of last meeting on 18 January 2022	Papers attached (pages 3-6) - Chair
3	2 mins	Declarations of interest	Oral item - Chair
4	20 mins	Principals update	Oral item-Principal

5	10 mins	Gold Award	Oral item - Principal
6	5 mins	Ofsted readiness	Oral item- Principal
7	2 mins	LGC Link Leads: Behaviour - PP Teaching and Learning and Basic Skills - KL Safeguarding – JD Personal Development – RW Curriculum assigned to AJ -confirm	Oral item - Chair
8	5 mins	Policies to be reviewed <ul style="list-style-type: none"> • Managing Medical Conditions policy 2022-24 Acknowledgement of policies ratified and published: <ul style="list-style-type: none"> • TCS Online Safety policy • Acceptable Use policy • TCS Safeguarding policy • Attendance policy 	Papers attached (p8-27)- Chair
9	2 mins	Future agenda items and confirmation of forthcoming dates <ul style="list-style-type: none"> • Next LGC meeting 10 May 2022 	Oral item - Chair
10	2 mins	Any Other Business	Oral item - Chair



The Centre School
Local Governance Committee Meeting
Tuesday 18 January 2022
at The Centre School
MINUTES

Members Present:		Pri Pinnaduwa (Chair); Sue Raven (Principal), Martin Gerrard-Croxon; Judith Davies; Kate Lees; Stuart Taylor; Richard Watson.	
In Attendance:		Melanie Basson (Clerk);	
Minute Reference	Summary of action required	Responsible	Status
16.11.21	Circulate Glossary of Terms and Ofsted readiness webinar presentation slides to all committee members	Clerk	Complete
16.11.21	TCS LGC Link Lead roles to be added to next LGC agenda	Clerk	Complete
16.11.21	TCS to publish TCS Adults at risk Safeguarding policy accordingly	Principal	Complete
16.11.21	TCS Online Safety policy to be added to next LGC agenda	Clerk	Complete
16.11.21	TCS Behaviour Management/Anti-Bullying policy to be electronically ratified	All	Complete
16.11.21	New members to be advised regarding mandatory training	Clerk	Complete
18.01.22	Challenge Partner visit 10-12 January 2022 to be shared with the LGC	Principal	
18.01.22	TCS 'Vision for the future' document, to be circulated to the LGC	Principal	Complete
18.01.22	TCS newsletter to be shared with LGC members	Principal/Clerk	Complete
18.01.22	School visit guidance to be shared with LGC members	Clerk	Complete

1) Introductions and Apologies

The meeting started at 6.00pm. Introductions were made and staff were welcomed.

There were no apologies for absence.

The committee welcomed Mrs Davies as a re-appointed LGC member by the Trust.

The committee welcome Dr Alison Jones, attending as an active participant, with a view to joining as a member of TCS LGC.

2) Minutes, Actions and Matters Arising

The minutes of the previous meeting held by TCS LGC on 16 November 2021 were approved and adopted as a fair and accurate record of the meeting. The summary of actions was reviewed.

The committee noted matters arising from the last meeting and noted all actions had been completed.

3) Declarations of Interest

There were no declarations of interest for agenda items regarding this meeting.

4) Committee Membership

Committee members were informed that Dr Alison Jones, in attendance as a potential LGC member, by which the Clerk was asked to progress with the appropriate recruitment process.

5) Principal's Update and questions

The Principal informed the committee that a quality assurance 'Challenge Partners' visit took place on 10-11 January 2022, with a focus on Curriculum and Teaching at TCS. The visit included observations of a variety of lessons followed by meetings with key staff. The Principal reported that feedback during the visit was positive and awaits the report. Challenge Partner visit report to be shared with the committee in due course.

Mr Taylor reported the progress of objectives set out in TCS Gold Award.

The Principal informed the committee that Dame Rachel de Souza – Children's Commissioner for England, Jonathan Lewis- Service Director for Education LA and Anthony Browne- MP South Cambridgeshire plan to visit TCS on 19 January 2022. TCS will present plans in a bid to securing funding support for a new building facilitating TCS.

TCS 'Vision for the future' document, to be circulated to committee members in due course.

The committee were pleased to hear that the number of positive COVID cases reported at TCS have reduced since returning from the Christmas break.

The Principal reported that TCS budget is on track and continues to monitor this with Jeanette Wilkinson, Finance Manager.

The committee were informed regarding the negative behaviour of a particular group of 5-6 students who continue to cause disruption at TCS. The Principal expressed concern for the likely negative impact it may have on other students as staff spend valuable time and resources dealing with this challenging group of students.

The committee questioned whether considerations had been made to educate these students off site and whether students had received sanctions by way of suspension. The Principal reported that TCS Behaviour policy was being implemented appropriately.

The committee considered the significant negative impact this groups behaviour is likely to have on other students and staff resources and offered support for the Principal to consider.

The Principal was thanked for their report.

6) Farm Update

The Principal updated the committee with regards to the progress of the farm situated nearby in Rampton.

- Ponies and chickens are settling in well
- Fencing is complete
- Students are collecting eggs from the chickens
- Students are enjoying tracking fox movements
- Student engagement is extremely positive.

TCS Newsletter to be shared with the committee following this meeting.

7) Link Lead arrangements

The Committee noted the current Link Lead roles as Mrs Lees has responsibility for Teaching and Learning and Basic skills and Miss Pinnaduwa is responsible for Behaviour.

The following link lead roles were considered:

Mrs Davies was appointed as Link Lead for Safeguarding.

Mr Watson was appointed as Link Lead for Personal Development.

Link Lead for Curriculum will be considered in due course.

The Clerk was asked to circulate the Schools Visit guidance and report template to the committee as a reminder of the process.

8) Link Lead visit report

In their role as LGC Link Lead for Teaching and Learning and Basic Skills, Mrs Lees expanded on the report circulated in advance of the meeting. Mrs Lees visited TCS on 1 December 2021, with a focus on Basic Skills.

Mrs Lees expanded on her report and informed the committee that whilst visiting TCS, students seemed committed and were engaging enthusiastically with peer on peer reading.

TCS students taking part in interventions and independent learning were keen to show Mrs Lees what they had learnt, and were applying knowledge they were gaining from the session. Mrs Lees reported that TCS students demonstrated varying levels in reading abilities and saw how the interventions and group sessions link together.

Mrs Lees was thanked for her report.

9) Policies to be reviewed

The following policies were circulated to committee members in advance of the meeting for review:

- TCS Online Safety policy
- Acceptable Use policy
- TCS Safeguarding policy
- Attendance policy

The committee were asked to review policies and submit feedback to the Clerk, to arrange electronic ratification and publishing in due course.

10) Feedback from student forum meetings on sexual harassment in schools

Mr Gerrard-Croxon presented feedback from student forum meetings on sexual harassment in schools:

Safeguarding Leads held separate sessions for both female and male students, inviting feedback on the student's own experiences. The findings were shared with the LGC:

- Students expressed interest in finding out more topical information defining what sexual harassment is
- Students tend to deal with issues themselves
- Some students felt when they reported incidents to staff, they are not informed what happens to the perpetrator in follow up of the incident reported
- Students expressed interest in identifying the difference between 'banter' and 'inappropriate behaviour'
- Students reported they had seen and heard staff being referred to in a sexualised way on occasion
- Hard to talk about humiliating incidents
- Students wanted staff to challenge it more.

In response to this feedback, TCS plan to take the following action:

- Inform the reporting student that action has been taken following the incident reported, with privacy of both students considered
- TCS plan to hold a joint male and female session in the near future.

Mr Taylor informed the committee that staff training sessions have taken place to raise awareness of sexual harassment in schools.

Mr Gerrard-Croxon was thanked for his report.

11) Future agenda items and confirmation of forthcoming dates

Future agenda items:

- Ofsted readiness
- Gold Award

The date of the next meeting is scheduled to take place on 8 March 2022.

12) Any other business

The meeting closed at 7.05pm.

The LGC agreed the above to be a true and accurate record of the meeting on: 2 February 2022

Supporting Pupils with Medical Conditions Policy

Date	8 March 2022
Written by	Executive Director of Inclusion
Reviewed by	TCS Safeguarding Lead
Date adopted by The Centre School LGC	8 March 2022 TBC
Review Date	January 2024



Supporting Pupils with Medical Conditions Policy

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1. Introduction and Legislative Compliance

1.1. This policy is written in line with the requirements of:

- Children and Families Act 2014, section 100
- Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE (updated December 2015)
- Mental Health and Behaviour in schools: departmental advice for school staff, DfE (updated March 2016)
- The Special Educational Needs and Disability regulations 2014
- The Equality Act 2010
- School admissions code: statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels, DfE (updated December 2014)

1.2. Some children with medical conditions may be considered to be disabled under the definition set out in the [Equality Act \(2010\)](#); where this is the case, all schools have duties towards individual disabled children and young people. They must make reasonable adjustments, including the provision of auxiliary aids and services required by disabled children and young people to prevent them being put at a substantial disadvantage.

1.3. Some may also have special educational needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP); where this is the case all schools in England **must** have regard to the [Code of Practice \(2015\)](#) as it provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act 2014 and associated regulations. Schools must fulfil their statutory duties towards children and young people with SEN or disabilities in light of the guidance set out.

1.4. Therefore, this policy should be read in conjunction with the following Trust-wide and Centre School policies: Inclusion policy, SEND Information Report, Safeguarding Policy, Off-Site Visits Policy, Complaints Policy.

2. Equality and Inclusion

2.1. All learners should be equally valued in school. The Equality and Human Rights Commission (EHRC) states that “avoiding discrimination and promoting equality supports the agenda of improving attainment and progression for all pupils. Good education and skills are crucial for opening up opportunities and increasing the chance of a successful life. In addition, in England, equality and diversity are specified factors that must be taken into account in Ofsted inspections.

2.2. Schools also have wider duties to prevent discrimination, to promote equality and to foster good relations for “an equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises people’s different needs, situations and goals and removes the barriers that limit what people can do and can be.” (EHRC, 2014)

3. Definition of Medical Conditions

3.1. Pupils’ medical needs may be broadly summarised as being of two types:

3.1.1. **Short-term** affecting their participation at school because they are on a course of medication

3.1.2. **Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

4. Responsibilities of the Local Authority

4.1 Local Authorities are commissioners of school nurses for maintained schools and Academies. Under section 10 of the Children Act (2004) they have a duty to:

- Promote cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Provide support, advice and guidance to Academies and their staff
- Make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

5. Responsibilities of the Board of Trustees

5.1 The Board of Trustees remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. 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.

5.2 Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.

5.3 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

5.4 Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.

5.5 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

5.6 Keeping written records of any and all medicines administered to individual pupils and across the school population.

5.7 Ensuring the level of insurance in place reflects the level of risk.

6. Responsibilities of the Senior Leadership Team at The Centre School

6.1 The Principal is responsible for the day-to-day implementation of the *Supporting Pupils with Medical Conditions* policy and procedures of The Centre School.

6.2 This responsibility is delegated by the Principal to the Deputy or Vice Principal, and then to the Designated Safeguarding Lead (DSL) in the event of absence.

6.3 The Senior Leadership Team are collectively and individually responsible for:

- 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 pupil'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 that requires specialist treatment

7. Responsibilities of Staff Members at The Centre School

7.1 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
- The school does **not** have staff trained to administer personal care

8. Responsibilities of the School Nursing Service

8.1 School nurses are responsible for:

- Notifying schools when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support.

8.2 School nurses offer the following Core Service:

Health advice and support

- Safeguarding Children
- Nocturnal enuresis clinics (night time wetting)
- Emerging Mental Health
- Referral onto other agencies

Additionally, the service can offer advice and support on all aspects of health, for example:

- Healthy lifestyles
- Mental health and wellbeing

- Safeguarding
- Relationships
- Health conditions—asthma, diabetes, epilepsy, anaphylaxis
- Chronic or complex health needs
- Drugs, alcohol and smoking
- Domestic abuse
- Bereavement
- Separation and divorce
- Sexual health advice

9. Responsibilities of Parents and Carers

9.1 Parents and carers are responsible for:

- Keeping the Centre School informed about any changes to their child / children's health
- Completing a *parental agreement for the Centre School to administer medicine* form before bringing medication into school
- Providing the Centre School with the medication their child requires and keeping it up-to-date
- Discussing medications with their child / children during the home visit prior to requesting that a staff member administers the medication
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Special Educational Needs and Disabilities Coordinator (SENDCO), other staff members and healthcare professionals.

10. Training of Staff:

10.1 Teachers and support staff will receive training on the *Supporting Pupils with Medical Conditions* policy as part of their induction

10.2 Teachers and support staff will receive regular and ongoing training as needed

10.3 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering

10.4 No staff member may administer drugs by injection unless they have received training in this responsibility

10.5 The Head of Welfare and Safeguarding of the Centre School will be responsible for the upkeep of records of all training undertaken and a list of teachers qualified to undertake responsibilities under this policy

11. The Role of the Pupil

11.1 If after discussion with the parent / carer, it is agreed that the pupil is competent to manage his/her own medication, s/he will be encouraged to do so. This will be reflected in their Individual Healthcare Plan (IHCP).

11.2 Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location; **the First Aid room** in The Centre School.

11.3 If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

11.4 Where appropriate, and if able, pupils will be encouraged to take their own medication.

12. Individual Healthcare Plans (IHCPs)

12.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents / carers, Principal, SENDCO and medical professionals

12.2 IHCPs will be easily accessible whilst preserving confidentiality.

12.3 IHCPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

12.4 Where a pupil has an Education, Health and Care Plan (EHCP) or special needs statement, the IHCP will be linked to it or become part of it.

12.5 Where a pupil is returning from a period of hospital education or alternative provision or home tuition, the Centre School will work with the Local Authority and education provider to ensure that the IHCP identifies the support the pupil needs to reintegrate.

13. Medicines

13.1 Medicines should only be administered at school when it would be detrimental to a pupil's health or attendance not to do so.

13.2 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

13.3 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 for the Centre School to administer medicine* form.

13.4 No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

13.4 Where a pupil is prescribed medication without their parents' / carers' knowledge, (for those in Secondary or Post-16 education) every effort will be made to encourage the pupil to involve their parents whilst respecting their right to confidentiality.

13.5 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

13.6 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. Medicines which do not meet these criteria will not be administered.

13.7 Medications will be stored in the medical cabinet in the first aid room

13.9 Any medications left over at the end of the course will be returned to the pupil's parents or disposed of at a pharmacy.

13.10 Written records will be kept of any medication administered to pupils.

13.11 Pupils will never be prevented from accessing their medication.

13.13 The Centre School and the Trust cannot be held responsible for any side effects which may occur when medication is taken correctly.

14. Emergencies

14.1 Medical emergencies will be dealt with under The Centre School's emergency procedures.

14.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.

14.3 If a pupil needs to be taken to hospital, a member of staff will remain with the child until advised by the medical profession

15. Day Trips, Residential Visits and Sporting Activities

15.1 All pupils with medical conditions will be actively supported to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments; unless there is evidence from a clinician such as a GP that this is not possible.

15.2 The Centre School will always conduct a risk assessment (EVOLVE) so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents / carers and relevant healthcare professionals and will be informed by Health and Safety Executive (HSE) guidance on school trips.

16. Other Issues for Consideration

16.1 Where a pupil uses home-to-school transport arranged by the Local Authority and they also have a medical condition which is life-threatening, the pupil's Individual Healthcare Plan (IHCP) will be shared with the SEND Team (SAT)

17. Avoiding Unacceptable Practice

17.1 The Trust and staff at the Centre School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment
- Ignoring the views of the pupil and/or their parents / carers
- Ignoring medical advice or opinion
- Sending pupils home frequently or preventing them from taking part in activities at the Centre School
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition
- Creating barriers to pupils participating in Centre School life, including school trips
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

18.Liability and Indemnity

18.1 Teachers who undertake responsibilities within this policy are covered by the Centre School's insurance in which they are employed.

18.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Principal of the Centre School in which they are employed, in the first instance.

19. Complaints

19.1 The details of how to make a complaint can be found in the Complaints Policy held on the Astrea website.

Annex A: Model Process for Developing Individual Healthcare Plans

Template A: individual healthcare plan

The Centre School Individual Healthcare Plan

Students name	
Date of Birth	
Address	
Medical Diagnosis/Condition	
Date	
Review date	
Family Contacts	
Name	
Relationship to student	
Contact numbers	
Name	
Relationship to student	
Contact numbers	
Medical Contacts	
Name	
Role	
Contact numbers	
Name	
Role	
Contact numbers	

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 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

Template B: parental agreement for setting to administer medicine

Parental agreement for school/setting to administer medicine

The Centre School will not give your child medicine unless you complete and sign this form.

This agreement will be reviewed annually at the September parent/carer visit.

Name of school/setting	
Name of child	
Date of birth	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that The Centre School needs to know about?	
Self-administration	Yes/No (delete as appropriate)
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone No.	
Relationship to child	
Address	

I understand that medication must be handed to a member of The Centre School staff.	

I accept that this is a service that The Centre School is not obliged to undertake.
It is the responsibility of parent/carers to notify The Centre School of any changes to medication in writing.
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to
The Centre School to administer medicine in accordance with The Centre School Supporting Pupils with
Medical Conditions Policy.

Signature..... Date.....

Template C: record of medicine administered to all children

THE CENTRE SCHOOL – RECORD OF MEDICATION ADMINISTERED

MEDICATION – PARACETAMOL

Date	Time	Name of student	Reason	Dose given	Permission on Arbor y/n	Verbal permission obtained	Signature of staff	Print name

No Paracetamol to be administered before 12noon without verbal parental permission.

Template D: record of medication administered to an individual child

THE CENTRE SCHOOL – RECORD OF MEDICATION ADMINISTERED

PUPIL NAME:

MEDICATION TYPE:

Date	Time	Name of Medication	Starting amount of medication	Dose given	Amount carried forward	Any reactions	Signature of staff	Print name

Template E: Record of medication received

THE CENTRE SCHOOL - RECORD OF MEDICATION RECEIVED

PUPIL NAME:

MEDICATION RECEIVED

Date medication received by school	
Name and strength of medication	
Quantity received	
Expiry date	
Medical condition that medication required for	
Staff signature	

MEDICATION RECEIVED

Date medication received by school	
Name and strength of medication	
Quantity received	
Expiry date	
Medical condition that medication required for	
Staff signature	

Template F: Record of medication returned/disposed

THE CENTRE SCHOOL – RECORD OF MEDICATION RETURNED/DISPOSED

PUPIL NAME:

MEDICATION RETURNED/DISPOSED

Name and strength of medication	
Quantity returned/disposed	
Method of returning/disposal of medication	
Date of return/disposal	
Staff signature	

MEDICATION RETURNED/DISPOSED

Name and strength of medication	
Quantity returned/disposed	
Method of returning/disposal of medication	
Date of return/disposal	
Staff signature	

Template G: 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 school/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 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 phone

Template H: 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 pupils 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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, 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 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 pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely